KING COUNTY OFFICE OF
INFORMATION RESOURCE MANAGEMENT

LSJ Integration Project Analysis Phase
Revised Integrated Business Models

May 23, 2003

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I.   <u>INTRODUCTION</u>

I.   INTRODUCTION

King County is in the process of defining business and technology requirements necessary to improve the sharing of information between existing and future systems. The intent of this project is to define the desired business and technical environment and the steps to be undertaken in order to meet the objectives outlined in the vision. This includes the development of an integrated business model, a data model, and a management review. These products will be used to define information exchanges that will be implemented over 1 to 2 years.

Over the last year, the county has taken steps toward building an integrated justice system through the development of operational and technical analyses and the Law, Safety, and Justice (LSJ) Strategic Integration Plan. Within this project, the approach is to leverage the work already completed by the county and other counties and states to define a future vision for King County's next generation of justice systems.

The three phases of the project will provide Integrated Business Models, Data Exchange Models, and an Independent Verification and Validation (IV&V) for the King County LSJ program, forming the basis for King County's integrated justice efforts. This stepwise implementation and refinement is a practical method for successful implementation of the complex criminal justice information-sharing environment.

A.   DOCUMENT SCOPE

This document is the final draft version of the Integrated Business Models deliverable that encompasses the revised work completed for the Draft Work Flow Models and the Draft Use Case Models deliverables. This document describes the current King County LSJ business environment and provides the basis for the development of the Data Exchange Modeling phase of the project.

The initial sections of this document focus on an analysis of the current adult and juvenile work flows. It was developed through a series of small and large group meetings with the primary stakeholders in the LSJ Integration project. This document includes the work flows from King County District Court that, due to time constraints, were not included in the initial Draft Work Flow Models deliverable.

The latter sections of this document focus on the core interagency information exchanges within the scope of this study and incorporate comments and feedback based on our interviews with all the selected stakeholder representatives.

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B.   DOCUMENT ORGANIZATION

This section describes the contents of this deliverable and references the deliverables resulting from the King County LSJ Integration project.

1.   Document Contents

The remainder of this document is organized in the following sections:

- *Adult Work Flow Models* – This section details the adult process flow of information from arrest through custody.

- *Juvenile Work Flow Models* – This section details the juvenile process flow of information from arrest through custody.

- *Use Case Models* – This section details the approach utilized to determine the information exchanges necessary to support the LSJ integration, which involved identifying the inter-agency information exchanges and defining their context, data content, and associated business rules, as well as the sequence in which these exchanges occur.

- *National Standards and Tools* – This section provides an overview of the SEARCH JIEM methodology for modeling criminal justice information exchanges.

- *Process for Modeling Information Exchanges* – This section provides an overview of the methodology and tools used in documenting the King County LSJ information exchanges.

- *King County LSJ Information Exchange Specifications* – This section provides the specifications for the King County LSJ information exchanges.

2.   Project Deliverables

Deliverables resulting from the King County LSJ Integration project are organized by phase of the project, as follows:

- Integrated Business Modeling.

  » Draft Work Flow Models (completed document).

  » Use Case Models (completed document).

  » Integrated Business Models (this document).

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- Data Exchange Modeling.

  » Draft Data Exchange Model (completed document).

  » Final Data Exchange Model (completed document).

- IV&V.

  » IV&V Report (future document).

  » IV&V Presentations (future document).

Each of these documents is designed to be independent of the others and will be delivered as discussion drafts until finalized.

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II.   ADULT WORK FLOW MODELS

II. ADULT WORK FLOW MODELS

A large number of organizations participate in the criminal justice work flow in King County. These organizations include the arresting agency, the booking agency, the prosecution and defense agencies, the courts, and custodial agencies. In order to move to an integrated business model, it is critical to understand the operational flows between these agencies. EXHIBIT II-1 summarizes the criminal justice work flow model from incident to release involving adult suspects. A similar analysis for juvenile suspects is presented in the next section. The adult work flow consists of the following stages:

- Law Enforcement Investigation

- Booking

- Charge Determination

- Case Filing

- Arraignment and Pretrial

- Trial

- Superior Court Sentencing

- District Court Sentencing

- Sentenced Detention

- Release

- Probation Violation (PV)

The following subsections expand on EXHIBIT II-1, explaining the processes in further detail.

A. LAW ENFORCEMENT INVESTIGATION

EXHIBIT II-2 describes the law enforcement investigation work flow that results from the occurrence of an incident and report to the King County Sheriff. The steps, documents, and decision points in the investigation work flow can be grouped into three segments: incident reporting, investigation, and arrest and referral decisions.

WORK FLOW MODELS – ADULT OVERVIEW

Inci-dent → Law Enforcement Investigation → Charge Determination → Case Filing → Arraignment and Pretrial → Trial and Adjudication → Sentencing → Probation Violation

Law Enforcement Investigation → Booking → Charge Determination

Sentencing → Detention → Release
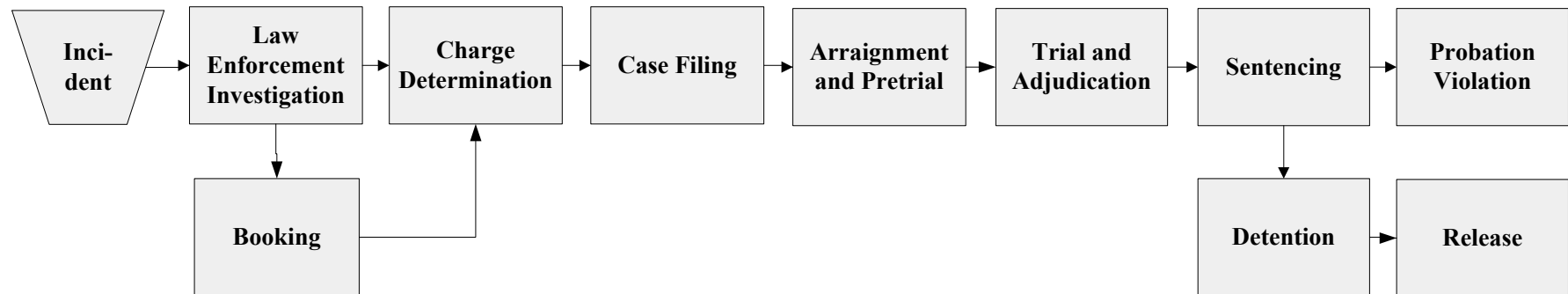
WORK FLOW MODELS – ADULT LAW ENFORCEMENT INVESTIGATION
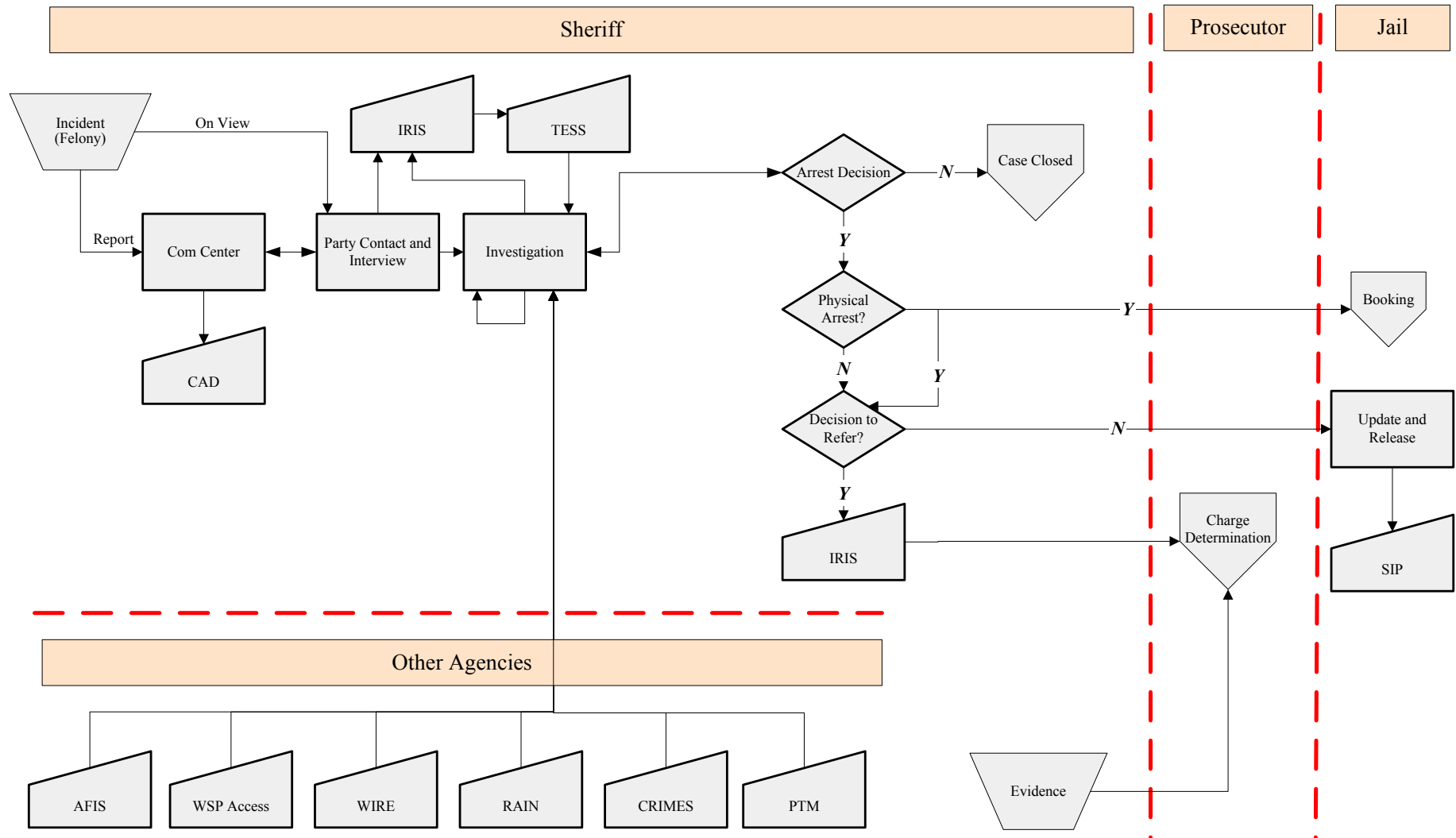
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1.   Incident Reporting

The incident reporting segment involves the occurrence of an incident and its reporting via telephone to the Communications Center or the "On View" reporting of the incident by a Sheriff's deputy. The Communications Center tracks all calls and dispatches an officer to the scene through the computer-aided dispatch (CAD) system.

2.   Investigation

At the scene, a deputy starts the investigation by making contact with and interviewing each of the parties involved in the incident. The information from the interviews is entered into IRIS, the Records Management System (RMS), and evidence information is entered into the TESS system. If the investigating officer decides to continue the investigation, the officer may also pull information from state and regional systems including AFIS, the WSP Access switch, WIRE, RAIN, and CRIMES.

3.   Arrest and Referral Decisions

Based on the information gathered during investigation, the officer eventually makes a decision to arrest the suspect. If the officer decides to arrest the suspect, he/she is booked into the jail. The officer may decide later not to refer the case for prosecution, in which case the officer notifies the jail to update and release the suspect. If the officer decides to refer the case for prosecution, the Superform and the case file are transferred to the prosecutor. The case file may contain any or all of the following documents:

- Charge Sheet (IRIS/Word).

- Certification of Probable Cause (IRIS/Word).

- Superform (IRIS or handwritten).

- Offense Report (IRIS).

- Follow-Up Reports (IRIS).

- Follow-Up/Incident Supplemental Reports (IRIS).

- Vehicle Impound Reports (IRIS or handwritten).

- Witness Statements (IRIS or handwritten).

- Officer Statements (IRIS or handwritten).

- Master Evidence Record (IRIS or handwritten).

- State Lab Requests (other).

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- King County Lab Requests (other).

- AFIS Requests/Reports (other).

- Photo Lab Requests (other).

- Autopsy Reports (other).

- Line Up/Montage Instructions/Report (other).

- Search Warrant Affidavit (IRIS or handwritten).

- Search Warrant (IRIS or handwritten).

- Search Warrant Inventory and Return (IRIS or handwritten).

- Administrative Subpoenas (other).

- Teletype Correspondence (other).

- Police Bulletins (IRIS or other).

- Newspaper Clippings (other).

- Computer Runs (other).

- Victim Statement (IRIS or handwritten).

- Victim Criminal History/III (other).

- Medical Dental History/Record (other).

- Victim Associate Log (other).

- Tip Sheets (other).

- Suspect Statement (handwritten).

- Suspect Criminal History (other).

- Suspect Associates Log (other).

- Medical/Dental/Psychological Record (other).

B.   BOOKING

EXHIBIT II-3 illustrates what happens when an arrest occurs and the arresting officer takes the offender to the King County Jail for booking. The booking process involves seven segments: pre-booking, booking, fingerprinting/mug shots, in and out release, early classification, PR review, and classification.

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EXHIBIT II-3
Page 1 of 2

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

WORK FLOW MODELS – ADULT BOOKING

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WORK FLOW MODELS – ADULT BOOKING

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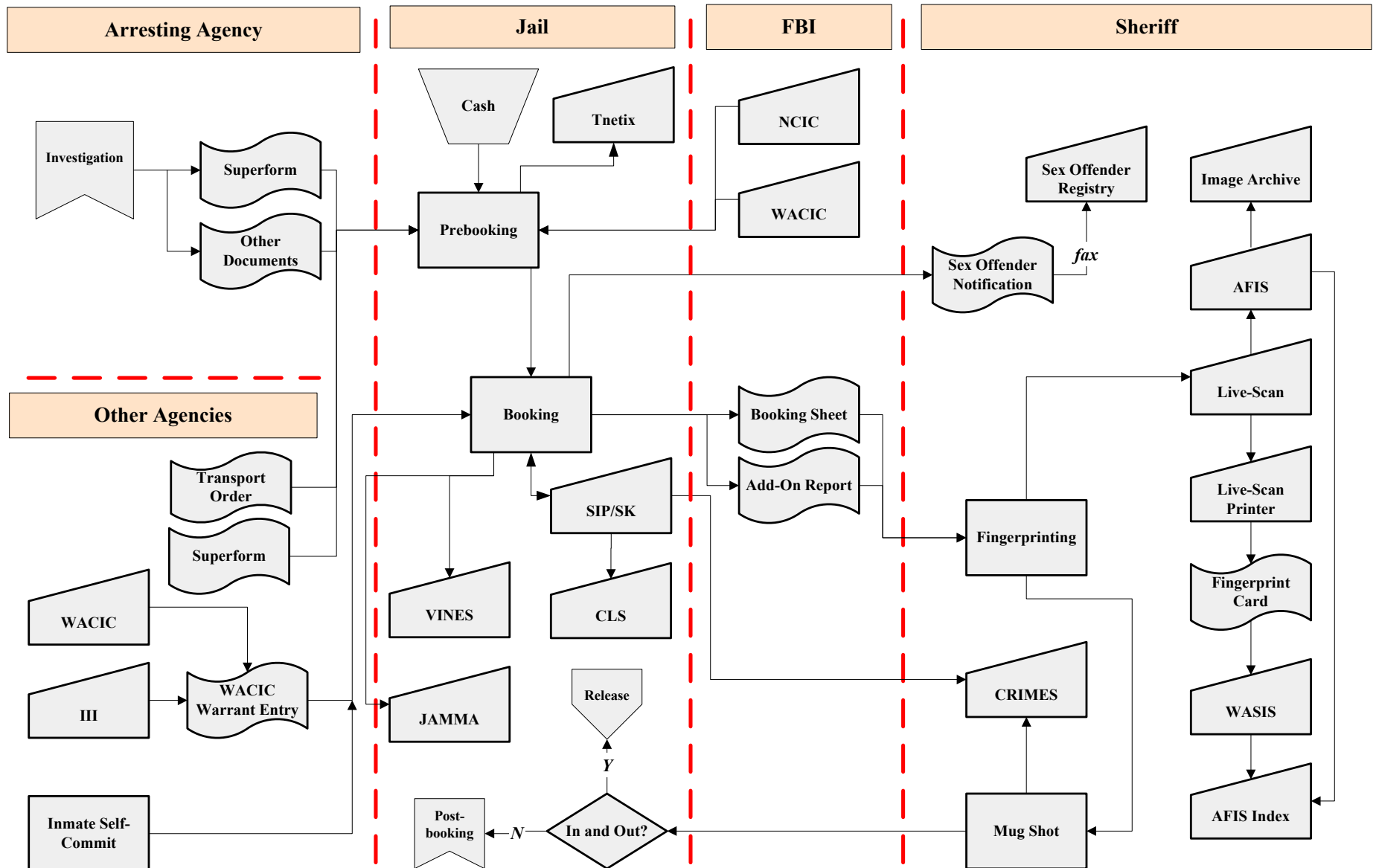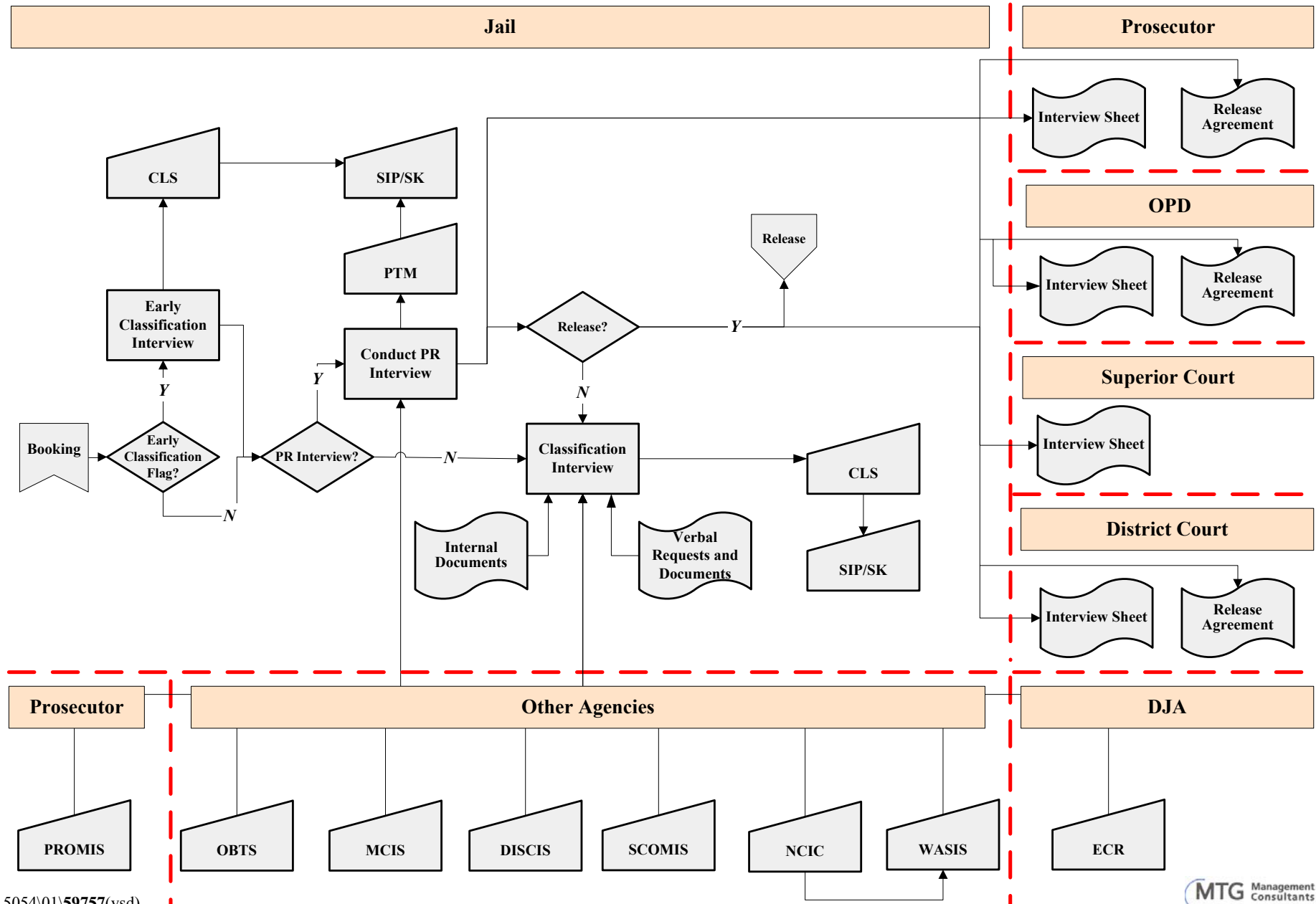
1. Prebooking

The arresting officer completes a Superform and any other documents, such as warrants, that the jail may require for booking. If the subject is being transferred from another jail, there will also be a transport order. During prebooking, the intake officer accepts these documents and collects any possessions, including cash, on the suspect's person.

2. Booking

Following prebooking, the suspect is walked to the booking desk where the booking officer determines whether the suspect is already listed in the SeaKing system. If the suspect is not listed in SeaKing, the booking officer creates a new record. The booking officer then creates an entry into the SIP system for the booking event and links it with the suspect's SeaKing record. The officer also looks for additional warrants for the suspect through the WACIC and III systems. If the suspect is located in the Sex Offender Registry, the other systems that are updated as a result of the booking event include JAMMA, VINES, CLS, ComCor, and CRIMES.

3. Fingerprinting/Mug Shots

The offender is fingerprinted and mug shots are taken in the jail by technicians from the Sheriff's Office. The fingerprints are either taken with a Live-Scan machine or using the ink and roll method. When the fingerprints are taken, a Process Control Number (PCN) is generated, and multiple fingerprint cards are printed. Two fingerprint cards are forwarded to WASIS, and a third fingerprint card is filed in the jail. The fingerprint information is uploaded to AFIS and a relationship is created in the AFIS index between the fingerprint information and the booking event.

4. In and Out Release

In many cases, the arresting officer does not intend for the suspect to be held at the jail. These are referred to as "in and out" bookings and result in a release immediately following fingerprinting and mug shots. If this is not an in and out, the suspect moves on to the postbooking work flow described below.

5. Early Classification

During the booking process, the subject may be flagged for early classification based on a number of criteria in his/her criminal history. If the subject needs to be classified early, a classification officer interviews the subject and makes a classification assignment in CLS, which generates an update to SIP.

6.   PR Review

The subject may also be eligible for pretrial release based on automatic triggers, subjective selection by the personal recognizance (PR) screeners, or current jail occupancy conditions. If the subject is eligible for pretrial release, a PR screener will interview the subject and decide whether to release him/her. The interview information is entered into the PTM system, which updates SIP/SeaKing. The PR screener may also query information on the subject from a number of external systems, including PROMIS, DISCIS, SCOMIS, MCIS, ECR, OBTS, WACIC, and NCIC III. Copies of the interview form are delivered to the prosecutor and to the court. If the subject is to be released, the PR screener will negotiate a release agreement with the subject, which sets the conditions of the release. The subject moves to the release work flow and the release agreement is delivered to the court.

7.   Classification

Within the first 72 hours of detention, the subject must be classified and moved to the appropriate housing based on the subject's criminal history and new charges. During classification, the classifi-cation officer interviews the subject and considers any relevant internal documents, external docu-ments, verbal requests, and any information on the subject already in CLS. The classification officer may also query a number of external systems including PROMIS, DISCIS, SCOMIS, MCIS, ECR, OBTS, WACIC, and NCIC III. The classification information is updated in CLS.

C.   CHARGE DETERMINATION

EXHIBIT II-4 illustrates the charge determination work flow for the King County Prosecutor. The charge determination work flow includes four segments: receiving and reviewing the referral, deciding whether to file charges, preparing the filing, and filing charges.

1.   Receive and Review Referral

The prosecution staff opens a new case in PROMIS each time law enforcement refers a case for prosecution by sending a Superform and a case file, including the documents listed in subsection II.A.3., to the prosecutor. The prosecutor also receives a daily booking recap from the jail, listing each of the subjects that were booked into the jail in the last 24 hours.

EXHIBIT II-4

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

WORK FLOW MODELS – ADULT CHARGE DETERMINATION

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2.   Charging Decision

Using the information received from the arresting agency, the jail booking information, and the subject's criminal history, the prosecuting attorney determines the relevant charges and arrives at a prosecution charging decision. If the prosecutor declines to file charges, the prosecutor sends a decline sheet to the arresting agency. The prosecutor may also decide to refer the case back to law enforcement for further investigation.

3.   Prepare Filing

If the prosecutor decides there is enough evidence to charge in Superior Court, the attorney then prepares an Information and an Order for Warrant document and attaches an "Appendix B," which is a Department of Corrections (DOC) -prepared summary of the subject's criminal history. In District Court, the prosecutor prepares a Complaint.

4.   File Charges

The prosecutor files the documents with the appropriate court. The case information is updated in PROMIS and SIP/SeaKing, and the Discovery information is prepared and delivered to OPD.

D.   CASE FILING

EXHIBIT II-5 illustrates the case filing work flow for King County Courts. The King County case filing work flow includes two segments: reviewing the charges and signing the warrant, and issuing the warrant.

1.   Review Charges and Sign Warrant

If the prosecutor decides to file charges in King County Superior Court, the prosecutor assigns the SCOMIS Case# and gives the Information and Order for Warrant to the Superior Court Judge to review and sign. The Superior Court staff opens the case in CMIS. The prosecutor then delivers the Information and the signed Order for Warrant to the clerk in the Department of Judicial Administration (DJA), who then scans and dockets the documents into the Electronic Court Records (ECR) and SCOMIS systems.

If the prosecutor decides to file charges in King County District Court, the prosecutor assigns the DISCIS Case# and gives the Complaint to the District Court Judge to review the charges set the bail. If the subject is not in custody, the District Court judge signs and issues the Order for Warrant to the Sheriff.

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WORK FLOW MODELS – ADULT CASE FILING

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2. Issue Warrant

After the DJA clerk receives the signed Order for Warrant, the clerk issues the warrant. The prosecutor distributes the warrant to the DATA Unit in the Sheriff's Office. If the subject is already in custody, the DATA Unit delivers the warrant to the jail, and the process moves into arraignment. If the subject is not in custody, the DATA Unit enters the warrant into WACIC, which may then send it to NCIC. Once the subject is picked up on the warrant, the DATA Unit will clear the warrant from WACIC and NCIC, and the process moves into arraignment.

E. ARRAIGNMENT AND PRETRIAL

EXHIBIT II-6 illustrates the arraignment and pretrial work flow for the King County Courts. The King County Court arraignment and pretrial work flow involves two segments: the arraignment hearing and other pretrial hearings.

1. Arraignment Hearing

The prosecutor generates the calendar for arraignments in the Superior Court and distributes the calendar to the defense and the court. The prosecutor also generates arraignment notifications that are delivered to the defendant and Office of Public Defense (OPD). In District Court, the court conducts the arraignment calendaring and issues the arraignment notification to the defendant. When OPD receives the arraignment notification and Discovery, OPD screens the defendant for indigency, reviews the Discovery for conflicts of interest with potential attorneys, and assigns counsel. The case information and counsel assignment are entered into OPDMIS, a stand-alone system which then generates an assignment sheet that is sent to the assigned Public Defense agency. The Public Defense agency enters the case information into its agency system and generates a Notice of Appearance that is delivered to the prosecutor for entry into PROMIS and to DJA for scanning and docketing into ECR. PROMIS generates the case setting calendar and case information, which is automatically loaded into the jail's JAMMA system and the Superior Court's CMIS system.

The court conducts the arraignment hearing. In Superior Court, if the judge finds probable cause to detain, the court generates an Order of Case Setting, which is entered into CMIS and ECR.

In District Court, the court also sends an Order Appointing Counsel to the OPD for counsel to be assigned. When counsel has been assigned, the associated OPD Agency sends a Notice of Appearance to the District Court.

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EXHIBIT II-6
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LSJ INTEGRATION PROJECT ANALYSIS PHASE
WORK FLOW MODELS –ADULT ARRAIGNMENT AND PRETRIAL

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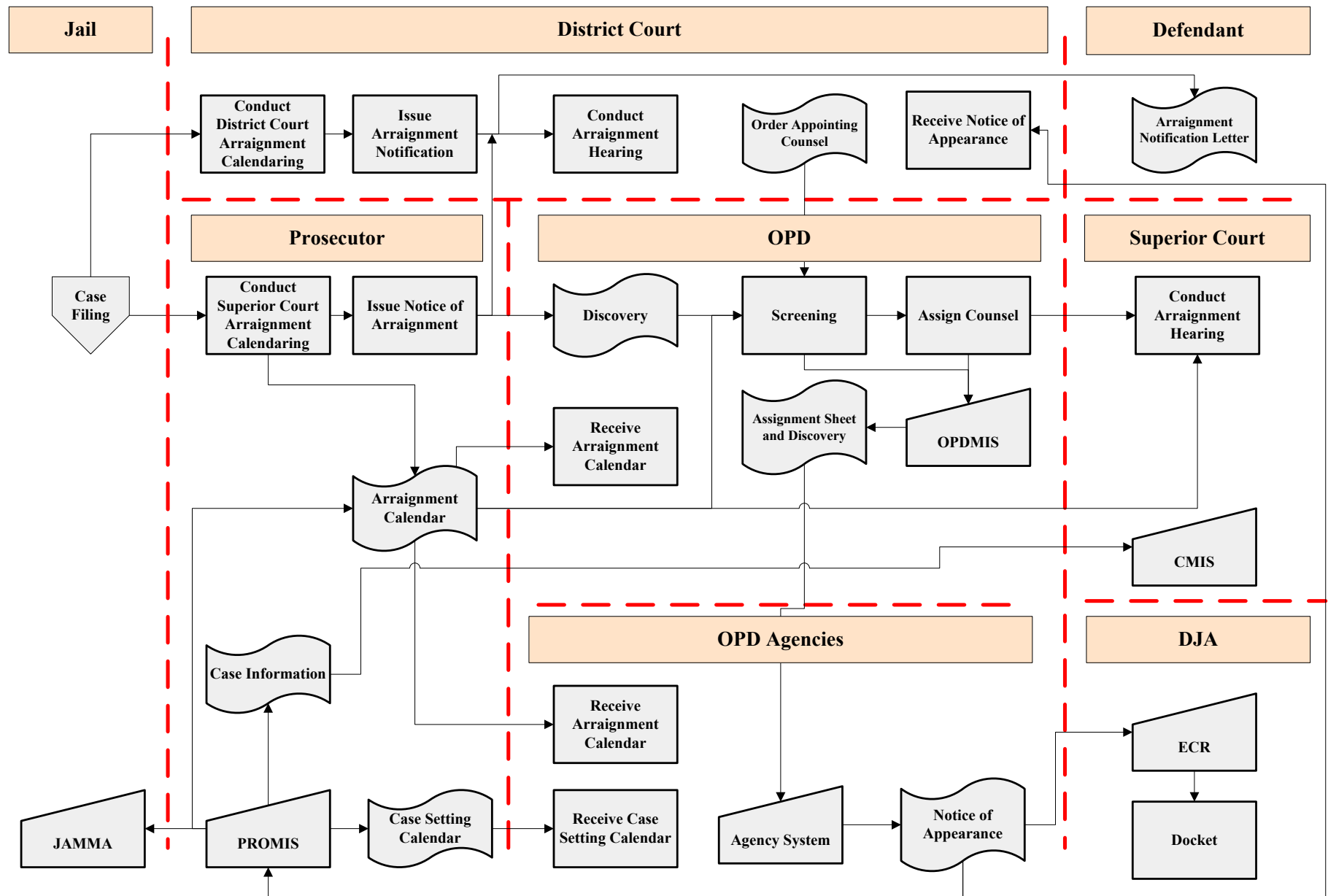
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LSJ INTEGRATION PROJECT ANALYSIS PHASE
WORK FLOW MODELS – ADULT ARRAIGNMENT AND PRETRIAL

EXHIBIT II-6
Page 2 of 2

Defense

Hearing Notifications

Motions

Request Bail/ Bond Hearing

Prosecutor

Hearing Notifications

Case Setting Calendar

Motions

Conduct Arraignment Calendaring

Issue Arraignment Notification

PROMIS

District Court

Conduct Arraignment Hearing, Case Setting, Schedule Pretrial Hearings and Events

Docket

Superior Court

Schedule Bail/ Bond Hearing

Conduct Arraignment Hearing

Bail/Bond Hearing

Case Setting, Schedule Pre-trial Hearings and Events

Conduct Hearings, Motions, Pre-trial Events

Order of Case Setting

Conditions of Release

Motions, Pleas, and Other Documents

Update Systems

Dismissal

Guilty Plea?

Trial

Sentencing

Update and Release

CMIS

DJA

ECR

Docket

WA AOC

SCOMIS

DISCIS

Defendant

Hearing Notifications

Jail

JAMMA

SIP

OPD

OPDMIS

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2.   Other Pretrial Hearings

For in-custody cases, the defense would then request a bail/bond hearing and sending a Hearing Notification to the prosecutor. In Superior Court, the court then schedules and conducts the bail/bond hearing, and updates CMIS and ECR with the bail/bond information. After the arraignment and bail hearings, the court then proceeds with case setting and schedules and conducts any additional pretrial hearings and events. A number of documents may result from these hearings, including motions and pleas which are entered into CMIS and ECR. If the court notifies the jail to release the subject, the jail updates its systems, including SIP, and releases the subject. If the court decides to proceed with the case, the next step is either sentencing, if the subject pleads guilty, or trial.

In District Court, bail/bond setting is handled during case filing.

F.   TRIAL

Only a small percentage of subjects actually go to trial, as most either stipulate to a finding of guilty, are dismissed, are amended, or plead to a lesser charge. EXHIBIT II-7 illustrates the trial work flow for King County Courts. The King County adult trial work flow involves three segments: the trial, subpoena process, and the verdict.

1.   Trial

Following arraignment, the court schedules and conducts the trial. The transfer of defendants that are in custody to the hearings are coordinated through the jail's JAMMA system. Over the course of the trial, various documents are scanned into ECR and docketed in SCOMIS. In addition, the trial minutes from Superior Court are collected by the courtroom clerk and entered into ECR and docketed in SCOMIS. District Court does not scan into ECR but does docket in DISCIS.

2.   Subpoena Process

When a court hearing is scheduled, if supporting evidence is deemed necessary, the prosecuting attorney will then handwrite a list of witnesses. The prosecutor's word processing staff uses Microsoft Word and Access to type up the subpoenas and merge in the witnesses' names. Two versions of the subpoenas are created, one with the witnesses' addresses and one without. The subpoena version without addresses is named a Return of Service. The processing staff also generates a Master List of Witnesses for each case at this time.
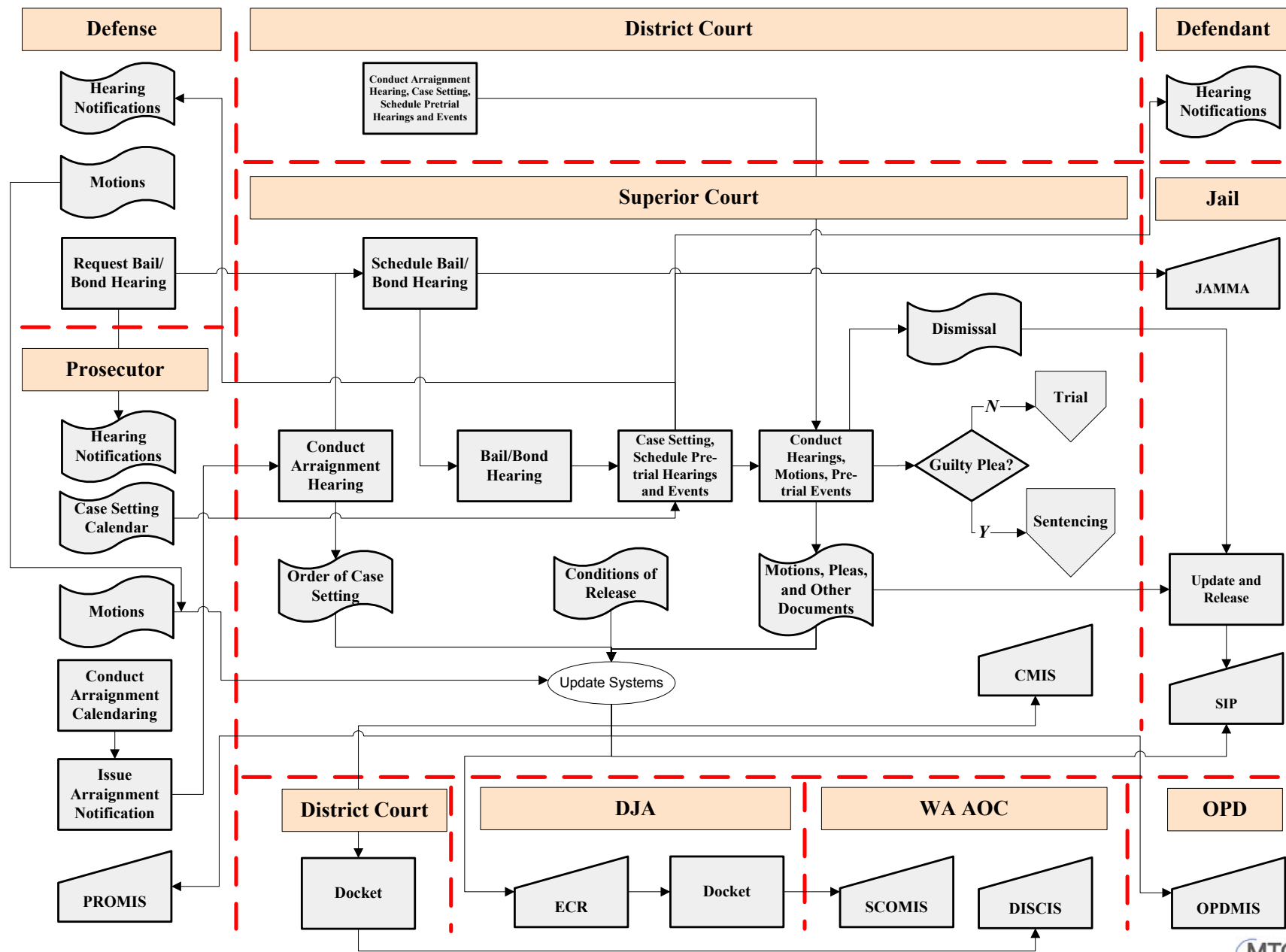
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LSJ INTEGRATION PROJECT ANALYSIS PHASE
WORK FLOW MODELS – ADULT TRIAL

EXHIBIT II-7

Sheriff	DJA	Prosecutor	Jail

- Subpoena
- Attempt To Serve Subpoena
- Master List
- Generate & Sign Subpoena
- JAMMA
- Subpoena Successfully Served? N / Y
- Subpoena
- Return of Service
- Subpoena Problem
- Update Records and Release
- SIP
- Return of Service
- Update Files
- Subject in Custody? Y

Court

- Arraignment
- Schedule Trial
- Dismissal
- PROMIS
- Trial
- Verdict
- Guilty? Y → Sentencing / N
- Produce Minutes
- Minutes

WA AOC

District Court

- Verdict Form
- Stipulation & Order Regarding Exhibits
- Order of Immediate Release
- Judgment of Acquittal
- ECR
- Docket
- SCOMIS
- DISCIS
- Docket

The prosecutor then signs the subpoena and sends it to the Sheriff's Civil Unit. The Sheriff's Civil Unit then attempts to serve the subpoena. If the subpoena is served, the Sheriff sends the Return of Service to DJA. If the subpoena is not served, the Sheriff returns the subpoena with a Return of Service to the prosecutor. If a bad address is involved, the Sheriff also sends a Subpoena Problem document to the prosecutor.

3.   Verdict

After the Superior Court reaches a verdict, the verdict documents, including a possible dismissal, are scanned into ECR and docketed into SCOMIS. In addition, the Guilty/Not Guilty form is entered into CMIS. In District Court, the verdict documents are docketed into DISCIS.

If the court finds the defendant not guilty, a Release Order is delivered to the jail. If the court finds the defendant guilty, the process moves to sentencing. In either case, the prosecutor updates PROMIS with the verdict information.

G.   SUPERIOR COURT SENTENCING

EXHIBIT II-8 illustrates the sentencing work flow for King County Superior Court. The Superior Court sentencing involves two segments: the sentencing hearing and the distribution of the Judgment and Sentence (J&S).

1.   Sentencing Hearing

Prior to the sentencing hearing, the prosecutor recalculates and recommends sentencing and sends a Sentence Report, including an Appendix B, to the Superior Court. The Superior Court schedules and conducts the sentencing hearing and produces a J&S.

2.   Distribute J&S

The Superior Court gives copies of the J&S to the jail, the prosecutor, and the defense. The prosecutor copies the J&S, updates PROMIS, and delivers copies of the J&S to the DOC and DJA for entry into ECR and docketing into SCOMIS. The defense agency records the J&S into the agency system and sends a closed case recap form to OPD for entry into OPDMIS. If the sentence includes detention or probation, the Superior Court also sends a Warrant of Commitment to DJA and the jail. If the sentence includes probation, then an Order of Probation is sent to the DOC. If the offender is a known sex offender or is convicted of a qualifying sexual offense, DJA sends notice of a copy of the Warrant of Commitment to the Sheriff for entry into the Sex Offender Registry.

WORK FLOW MODELS – ADULT SUPERIOR COURT SENTENCING

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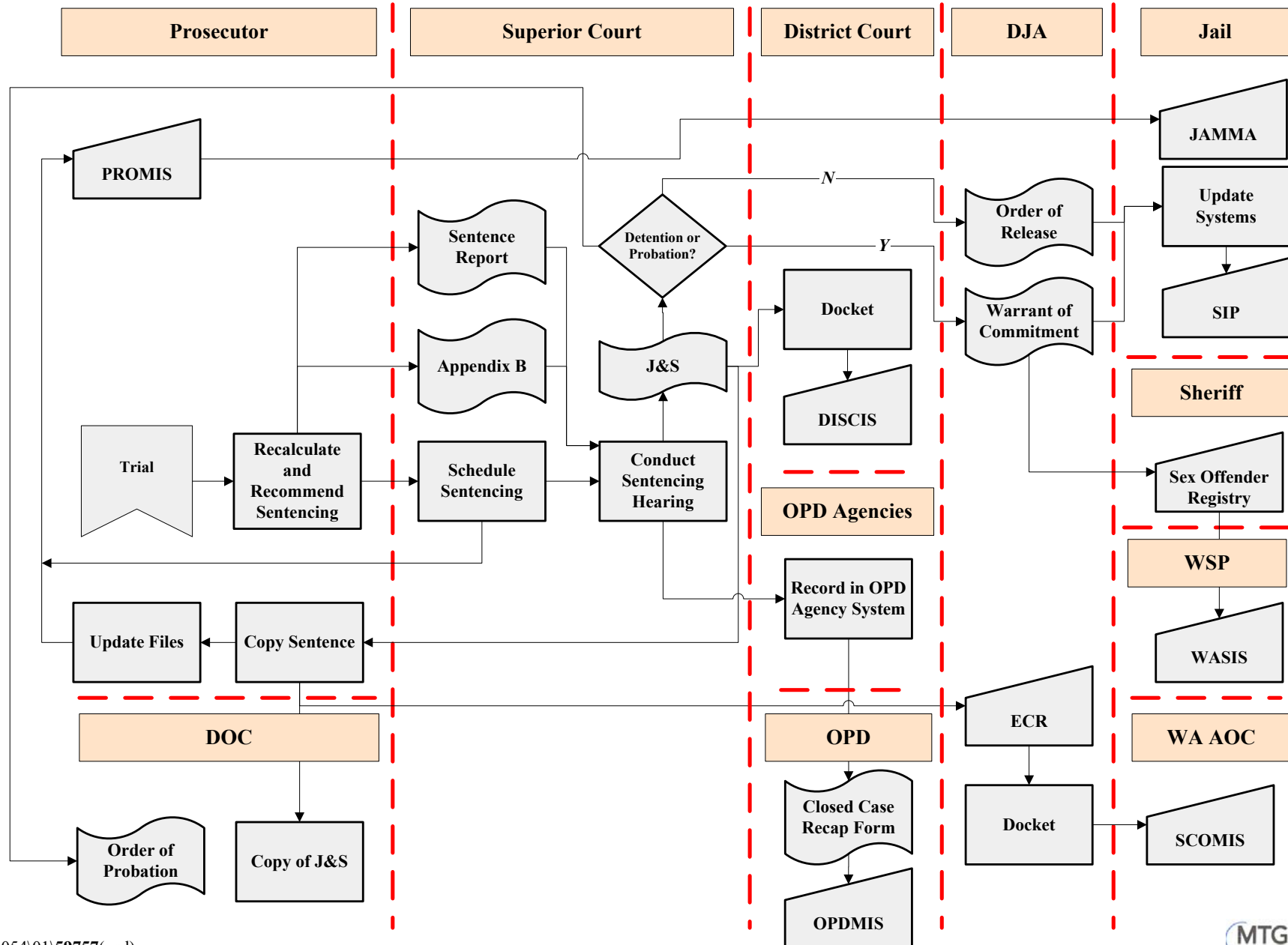
H.   DISTRICT COURT SENTENCING

EXHIBIT II-9 illustrates the sentencing work flow for King County District Court. The District Court sentencing involves two segments: the sentencing hearing and the distribution of the Judgment and Sentence (J&S).

1.   Sentencing Hearing

Prior to the sentencing hearing, the prosecutor recalculates and recommends sentencing and sends a Sentence Recommendation to the District Court. The District Court schedules and conducts the sentencing hearing and produces a J&S.
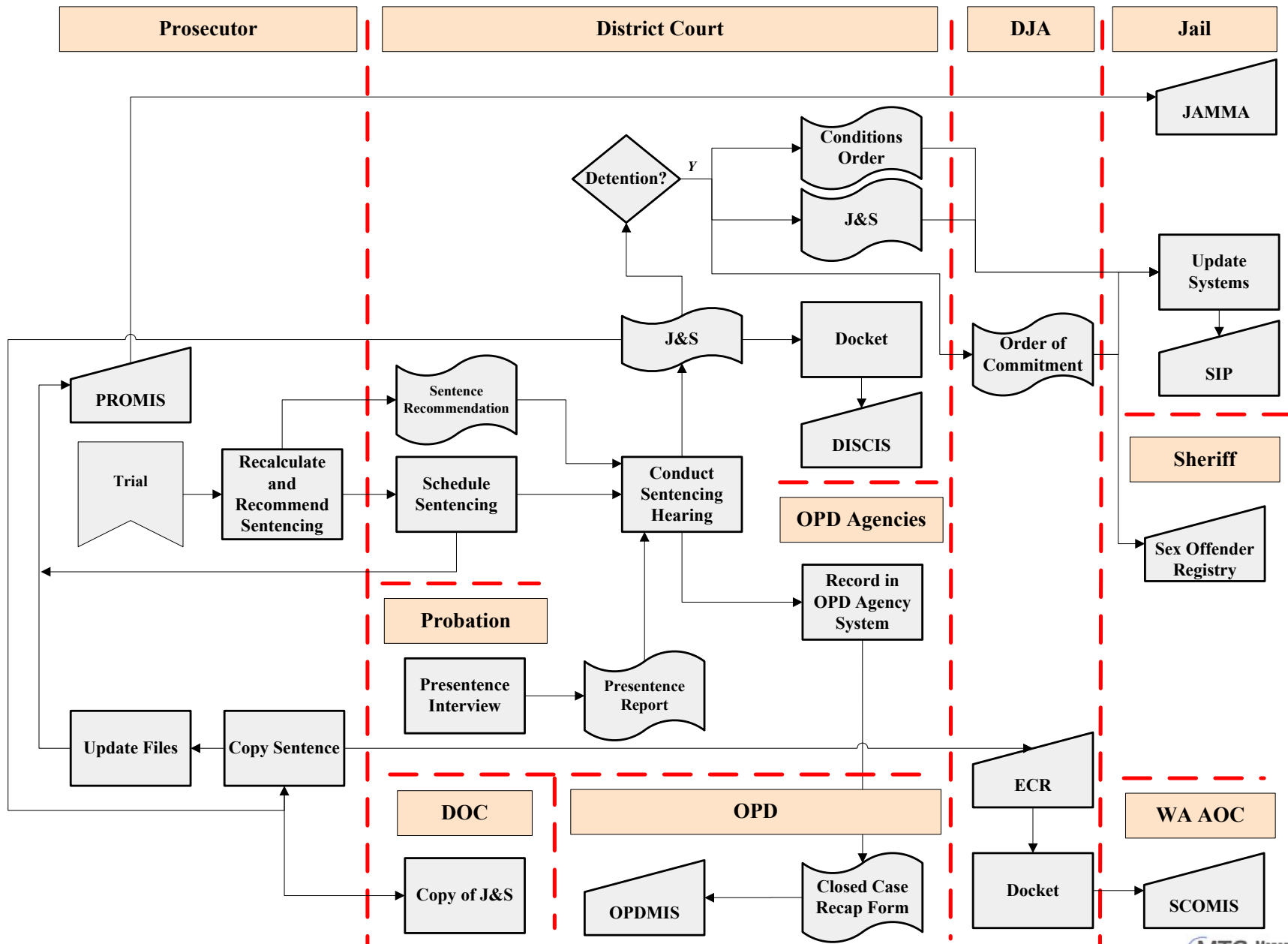
2.   Distribute Judgment and Sentence

The District Court gives copies of the J&S to the jail, the prosecutor, and the defense. The prosecutor copies the J&S, updates PROMIS, and delivers copies of the Judgment and Sentence to the DOC and DJA for entry into ECR and docketing into SCOMIS. The defense agency records the J&S into the agency system and sends a closed case recap form to OPD for entry into OPDMIS. If the sentence includes detention or probation, the District Court also sends an Order of Commitment to DJA and the jail. If the offender is a known sex offender or is convicted of a qualifying sexual offense, DJA sends notice of a copy of the Order of Commitment to the Sheriff for entry into the Sex Offender Registry.

I.   SENTENCED DETENTION

EXHIBIT II-10 illustrates the sentenced detention work flow in the King County Jail. The sentenced detention work flow includes three segments: intake, sentence recalculation, and transfer or reclassification.

1.   Intake

After an offender has been convicted and sentenced, the jail receives a copy of the J&S. If the sentence includes detention or probation, the jail will also receive an Order of Commitment. If the sentence does not include detention, the offender will be turned over to probation. If the sentence includes detention and the offender is not already in custody, the offender will need to be booked into the jail.

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LSJ INTEGRATION PROJECT ANALYSIS PHASE
WORK FLOW MODELS – ADULT DISTRICT COURT SENTENCING

EXHIBIT II-9

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WORK FLOW MODELS – ADULT SENTENCED DETENTION
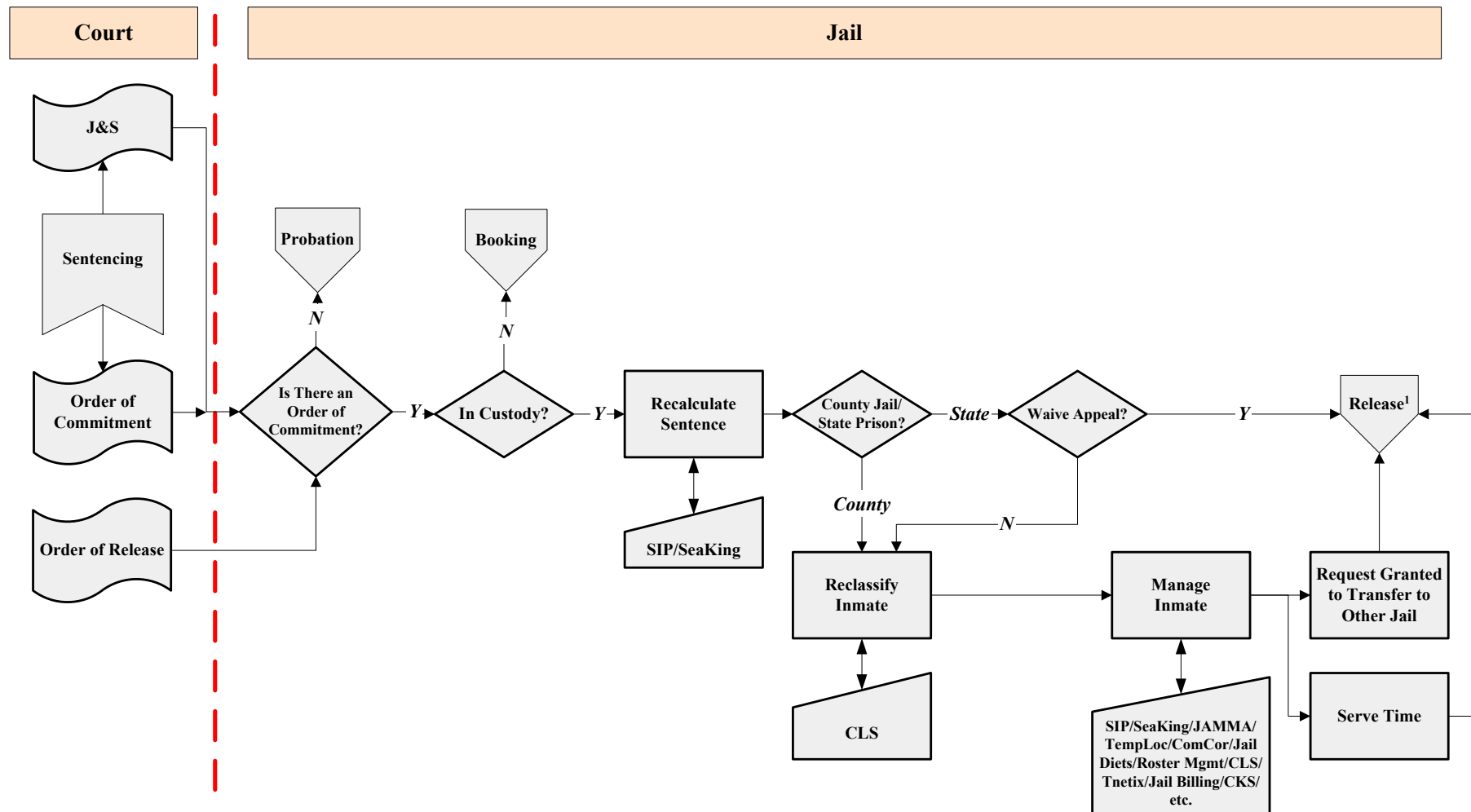
[1] Release is defined by an inmate leaving the jail, either by transfer (extradited) or no longer detained.

2.   Sentence Calculation

Once the offender is in custody, the jail will recalculate the sentence and update the projected Release Date in SIP, making allowances for all convictions yet to be served, time already served, and time on good behavior. If the offender will be serving his/her time in the King County Jail, a classification officer will reclassify the inmate and update CLS.

3.   Transfer or Reclassification

If the offender has been sentenced to serve time in state prison and he/she has waived his/her right to an appeal, the offender will be moved into the release flow in preparation for transfer to state prison. Otherwise, a jail classification officer will reclassify the inmate and update CLS. Once the inmate either serves his/her time or is granted a transfer to another jail, the inmate will be moved into the release flow.

J.   RELEASE

EXHIBIT II-11 illustrates the release work flow in the King County Jail. The release work flow includes three segments: record release information, warrant check, and transfer or release.

1.   Record Release Information

The release process begins with one of three triggering events:

■   Expiration of the sentence.

■   Receipt of a Release Order.

■   Granting of a request to transfer to another jail.

The first step in the release process involves updating the SIP/SeaKing, TempLoc, and Tnetix systems. SIP updates several other systems including JAMMA, VINES, CRIMES, and CLS.

2.   Warrant Check

The jail is not always notified of new warrants in other jurisdictions. Therefore, an important step before transferring or releasing the offender is to check WACIC and NCIC for outstanding warrants in other jurisdictions. If the jail finds an outstanding warrant for the offender, the jail notifies the agency that issued the warrant. If that agency wants to serve the warrant, the offender is detained until he/she can be transferred to the appropriate jurisdiction.

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WORK FLOW MODELS – ADULT RELEASE

| Jail | DOC or Other Jail |

Flowchart:

- Release Order, Sentence Expires, Request for Transfer, Post Bail → Record Release Information
- NCIC, WACIC → Check for Warrants
- Record Release Information → Check for Warrants
- Check for Warrants → Warrant in Another Jurisdiction?
  - Y → Notify Other Agencies by Teletype
  - N → Transfer?
- Notify Other Agencies by Teletype → Serve Warrant?
  - Y → Detention
  - N → Transfer?
- Transfer?
  - Y → (DOC or Other Jail)
  - N → Parole?
- Parole?
  - Y → Parole
  - N → Released

Record Release Information connects to: TempLoc, JAMMA, SIP/SeaKing, VINES, Tnetix

SIP/SeaKing connects to: CRIMES, CLS

DOC or Other Jail:
- J&S
- Order of Commitment
- Credit for Time Served
- Warrants
- Other Detainers

3.   Transfer or Release

If the offender is to be transferred to another jail or prison, copies of the J&S, Order of Commitment, Credit for Time Served, and any other Detainers are also sent to DOC or the jail receiving the offender. If the offender has completed his/her sentenced detention and all warrants have been checked, the offender is either released to Parole or released without conditions.

K.   PROBATION VIOLATION

EXHIBIT II-12 illustrates the PV work flow in King County District and Superior Courts. The probation work flow includes two segments: PV report and hearing.

1.   PV Report

The PV process begins with an incident involving the offender and notification to the Prosecutor of the incident by either DOC Probation or District Court Probation through a PV Report. The Prosecutor reviews the report and schedules a hearing. In Superior Court, the hearing is placed on the Sentence Reform Act (SRA) Calendar maintained by the Jail and distributed by OPD. In District Court, the Court schedules the hearing. In either case, the court decides whether to refer the case to the original sentencing judge.

2.   Hearing

At the PV hearing, the judge considers the incident and may decide to modify the sentence of the offender. In Superior Court, the resulting PV Hearing Documents are scanned in ECR and docketed into SCOMIS. In District Court, the PV Hearing Documents are docketed into DISCIS.

If the defendant fails to appear for the hearing, the judge issues a Warrant for their arrest.

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KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE
WORK FLOW MODELS – ADULT PROBATION VIOLATION

EXHIBIT II-12

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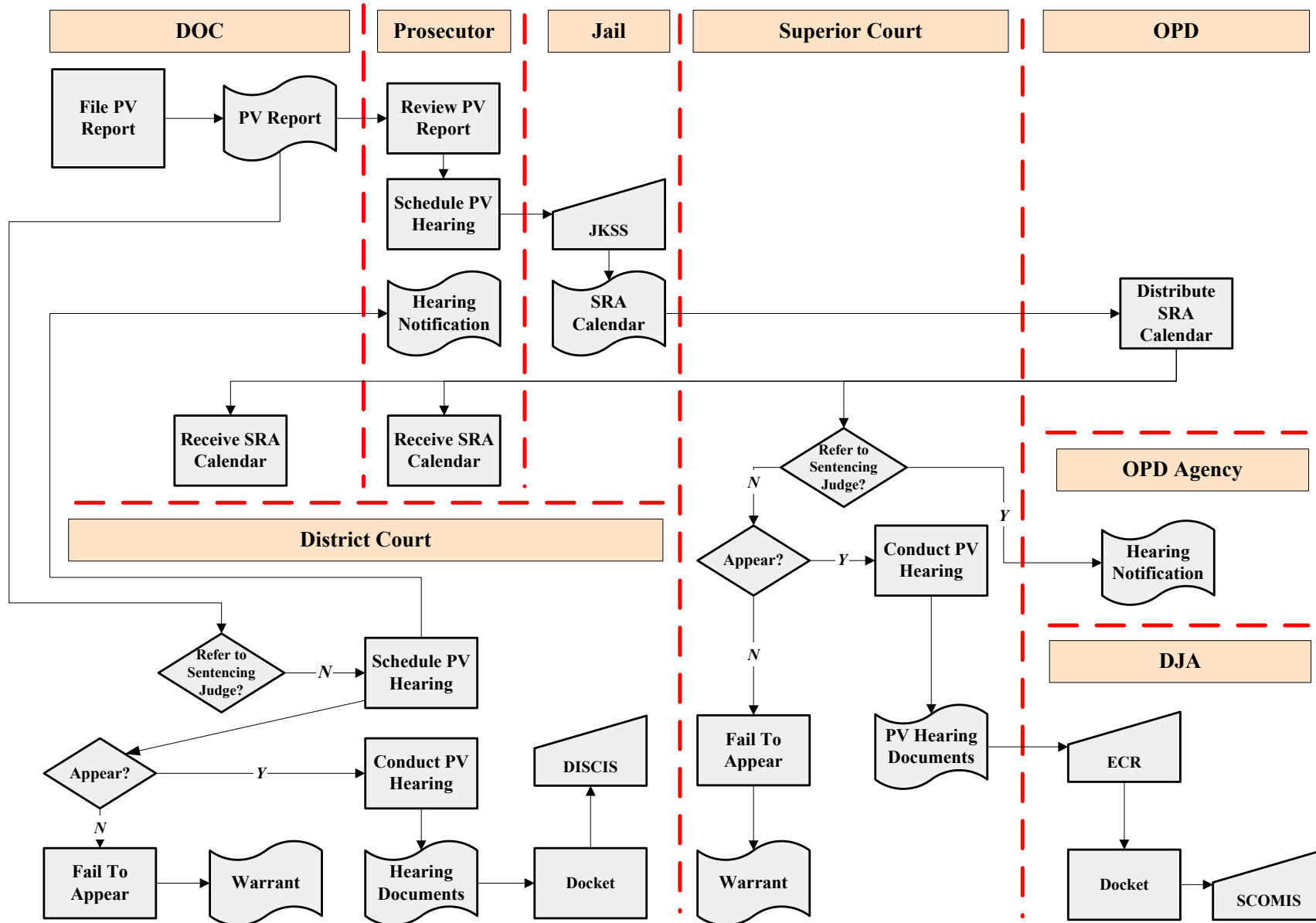
III.   <u>JUVENILE WORK FLOW MODELS</u>

III.   JUVENILE WORK FLOW MODELS

The previous section presented a criminal justice work flow model for adult suspects in King County. This section provides a similar model for juvenile suspects. EXHIBIT III-1 summarizes the flow of information from incident to release. The juvenile work flow consists of the following stages:

- Law Enforcement Investigation

- Booking

- Charge Determination

- Case Filing

- Arraignment and Pretrial

- Fact Finding

- Disposition

- Sentenced Detention

- Release

The following subsections expand on EXHIBIT III-1, explaining the processes in further detail.
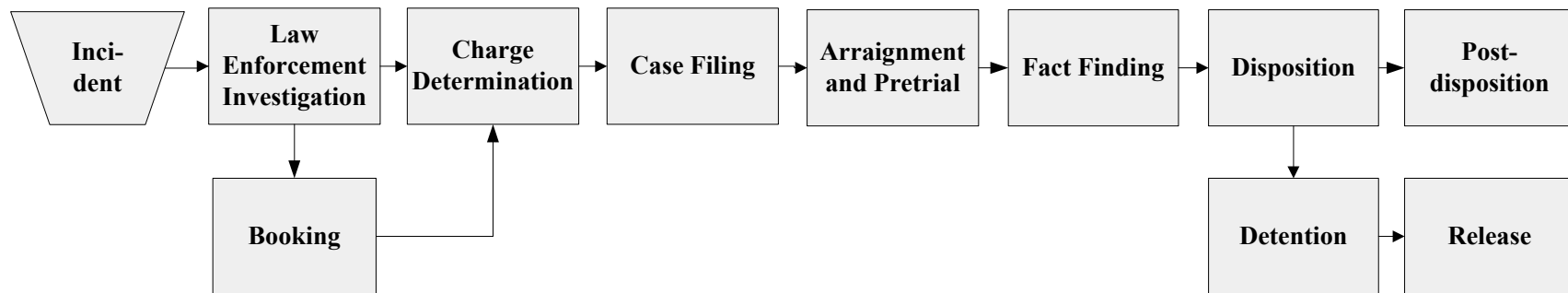
A.   LAW ENFORCEMENT INVESTIGATION

EXHIBIT III-2 illustrates the law enforcement investigation work flow that results from the occurrence of an incident and report to the King County Sheriff. The steps, documents, and decision points in the investigation work flow can be grouped into three segments: incident reporting, investigation, and arrest and referral decisions.

1.   Incident Reporting

The incident reporting segment involves the occurrence of an incident and its reporting via telephone to the Communications Center or the On View reporting of the incident by a Sheriff's deputy. The Communications Center tracks all calls and dispatches an officer to the scene through the CAD system.

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EXHIBIT III-1

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

WORK FLOW MODELS – JUVENILE OVERVIEW

```
Inci-      Law              Charge          Case       Arraignment    Fact        Disposition    Post-
dent  →  Enforcement  →  Determination  →  Filing  →  and Pretrial → Finding  →              → disposition
         Investigation
              ↓              ↑                                                       ↓
           Booking  ─────────┘                                                   Detention → Release
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WORK FLOW MODELS – JUVENILE LAW ENFORCEMENT INVESTIGATION
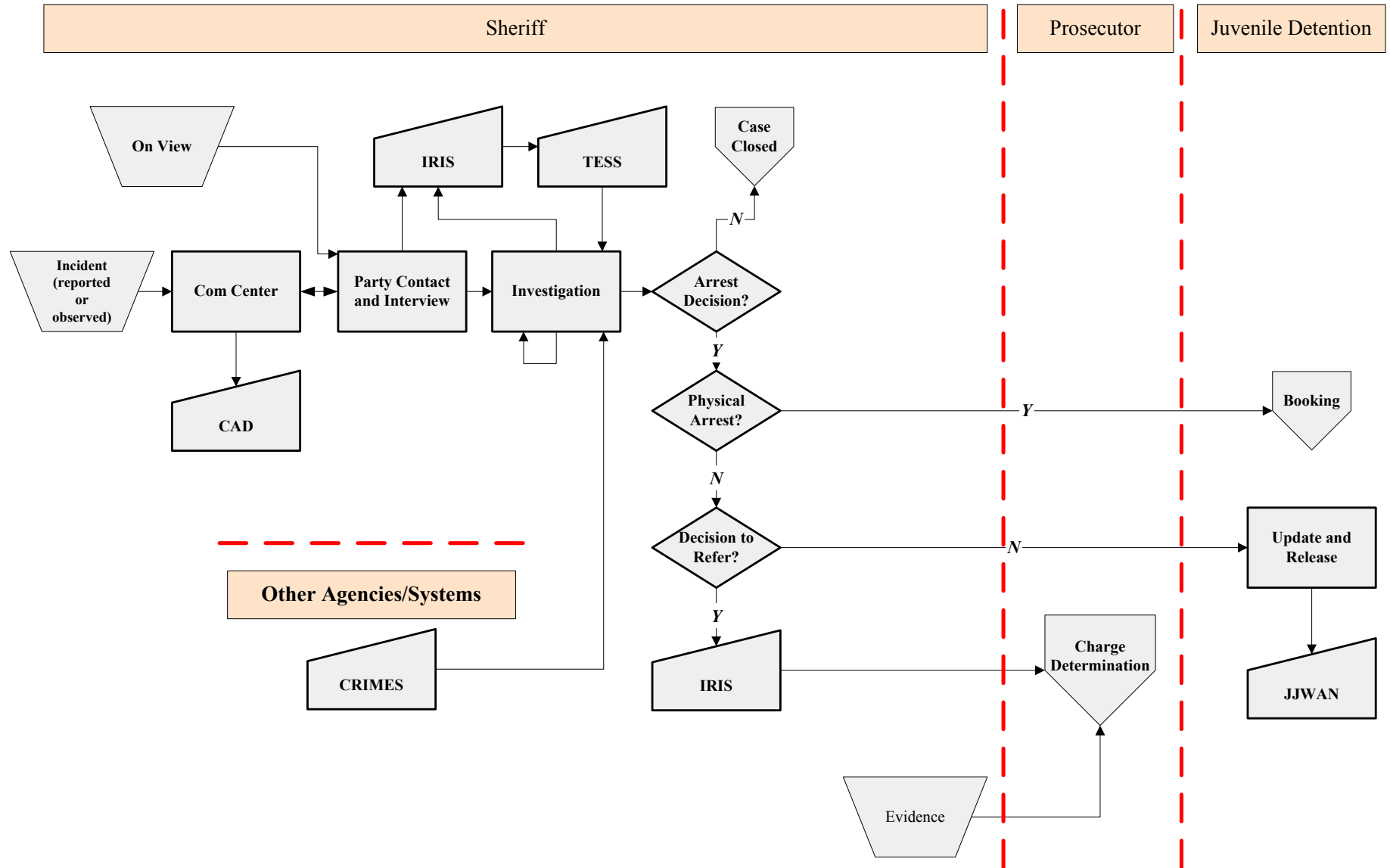
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2.   Investigation

At the scene, a deputy starts the investigation by making contact with and interviewing each of the parties involved in the incident. The information from the interviews is entered into IRIS, the RMS, and evidence information is entered into the TESS system. If the investigating officer decides to continue the investigation, the officer may also pull information from other systems, including CRIMES.

3.   Arrest and Referral Decisions

Based on the information gathered during investigation, the officer eventually makes a decision whether to arrest the suspect. If the officer decides to arrest the suspect, the suspect is booked into the jail. The officer may decide later not to refer the case for prosecution, in which case the officer notifies the jail to update and release the suspect. If the officer decides to refer the case for prosecution, the Superform and the case file are transferred to the prosecutor.

B.   BOOKING

EXHIBIT III-3 illustrates what happens when an arrest occurs and the arresting officer takes a juvenile suspect to the King County Juvenile Detention facility for booking. The booking process can be described in four segments: prebooking, booking, and fingerprinting/mug shots, and in and out release.

1.   Prebooking

After transporting the suspect to the Juvenile Detention facility, the arresting officer completes a Superform and any other documents, such as warrants, that the jail may require for booking. Then the suspect is interviewed by probation officers in an initial screening. If the probation officer elects to cite and release the suspect, the booking information, Superform, and citation are forwarded to the prosecution. If the suspect is not cited and released, the intake officer accepts the booking documents from the arresting officer and collects any possessions, including cash, on the suspect's person. Prebooking may also involve additional screening.

2.   Booking

Following prebooking, the booking officer determines whether the suspect is already listed in the JJWAN system. If the suspect is not listed in JJWAN, the booking officer creates a new record. The booking officer then creates an entry into the system for the booking event.

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WORK FLOW MODELS – JUVENILE BOOKING
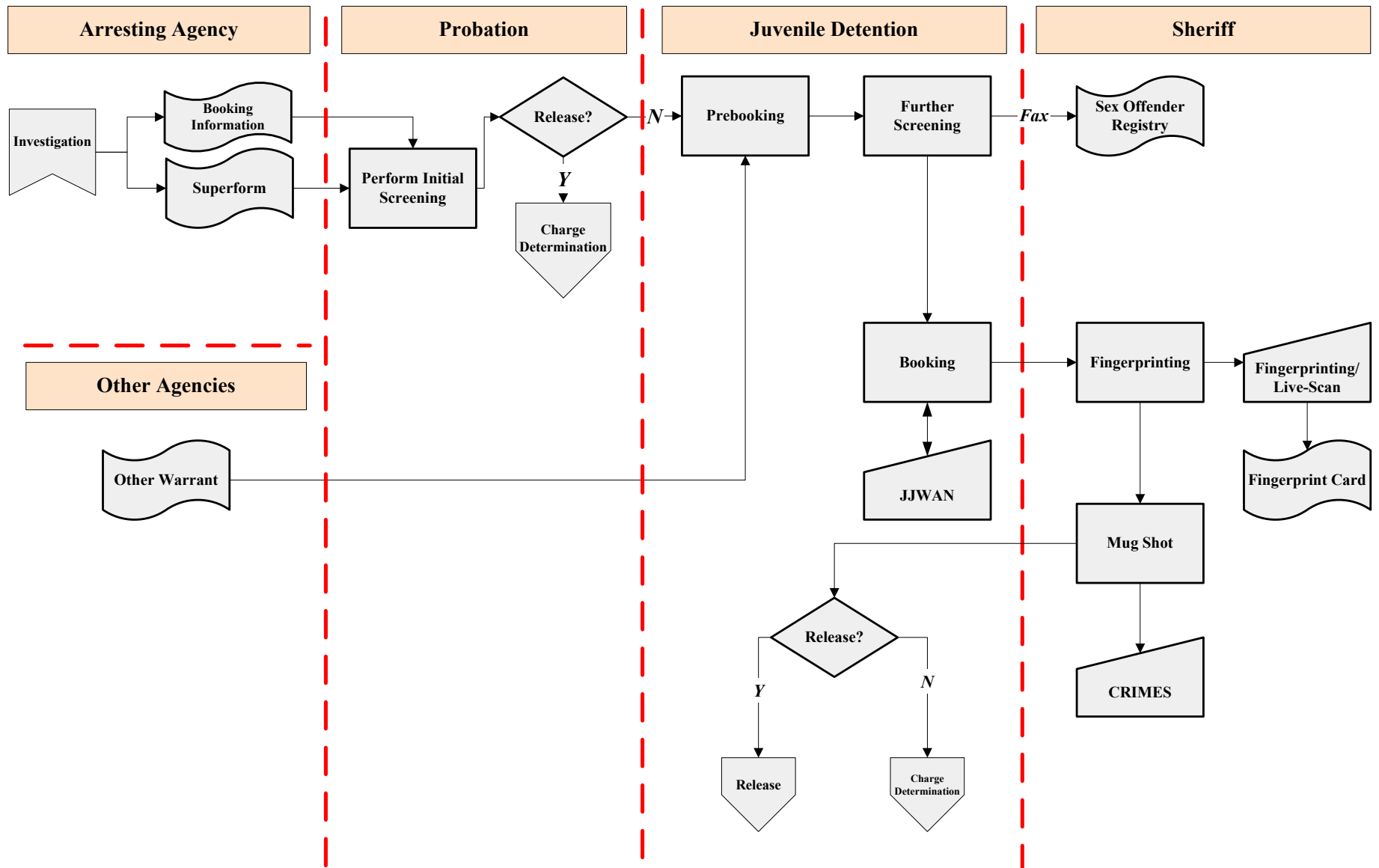
3. Fingerprinting/Mug Shots

The offender is fingerprinted and mug shots are taken by technicians from the Sheriff's Office. The fingerprints are either taken with a Live-Scan machine or using the ink and roll method. When the fingerprints are taken, a PCN is generated, and multiple fingerprint cards are printed. Two fingerprint cards are forwarded to WASIS, and a third fingerprint card is filed in Juvenile Detention. The suspect's mug shots are entered into the CRIMES system.

4. In and Out Release

In many cases, the arresting officer does not intend for the suspect to be held at the jail. These are referred to as in and out bookings and result in a release immediately following fingerprinting and mug shots.

C. CHARGE DETERMINATION

EXHIBIT III-4 illustrates the juvenile charge determination work flow for the King County Prosecutor. The charge determination work flow includes three segments: opening a case, charging decision, and filing charges.

1. Open Case

The prosecutor opens a new prosecution case in JJWAN each time law enforcement refers a case by sending a Superform and a case file to the prosecutor. The prosecutor also receives a daily booking recap from Juvenile Detention listing each of the subjects that were booked into Juvenile Detention in the last 24 hours.

2. Charging Decision

Using the information received from the arresting agency, the booking information, and the subject's criminal history, the prosecutor determines the relevant charges and arrives at a prosecution charging decision. There are four possible outcomes:

- The prosecutor may decide to file charges.

- The prosecutor may declines to file charges, in which case the prosecutor sends a decline sheet to the arresting agency.

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WORK FLOW MODELS – JUVENILE CHARGE DETERMINATION

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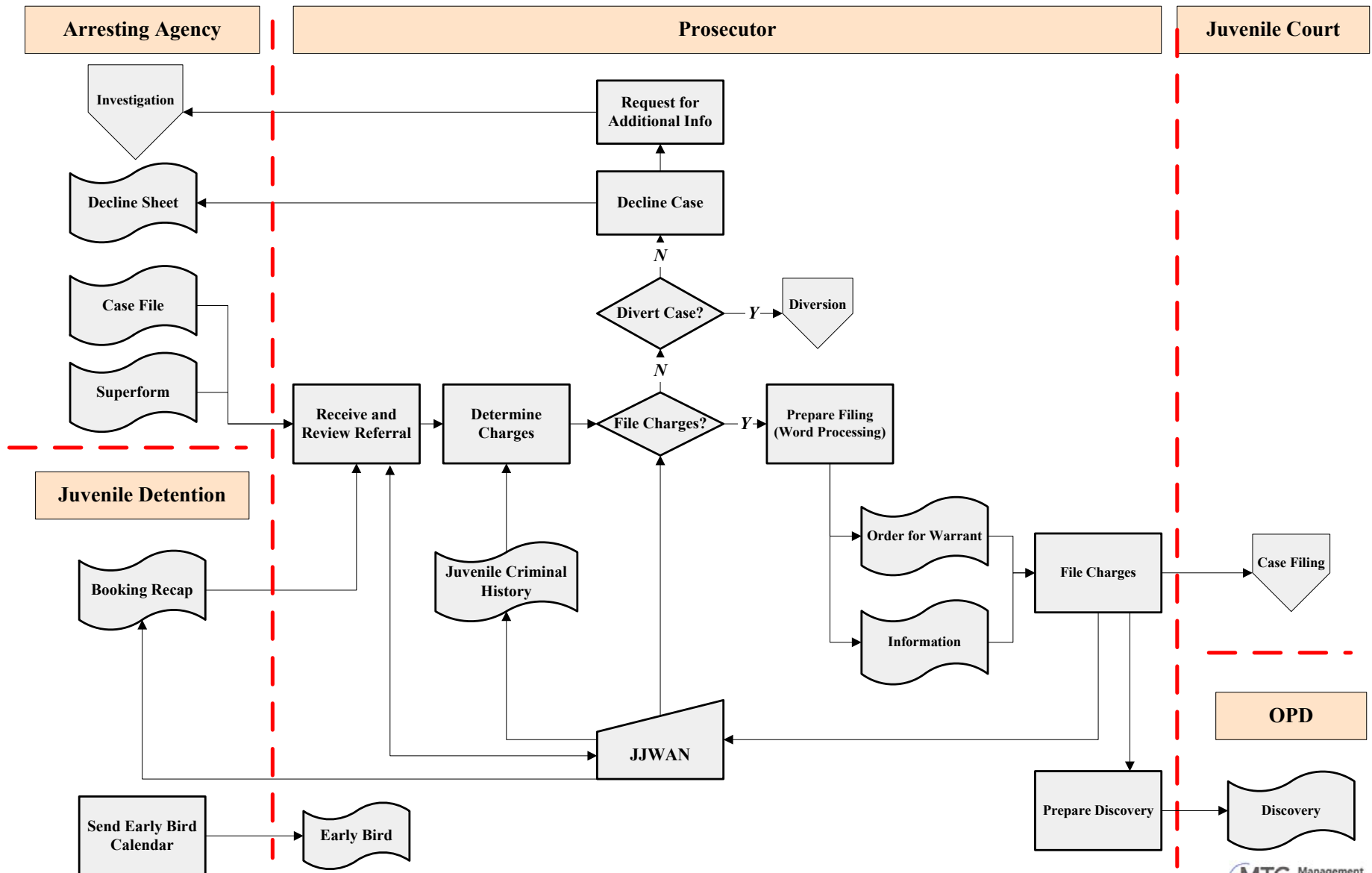
- The prosecutor may decide to refer the case back to law enforcement for further investigation.

- The prosecutor may decide to divert the case to an appropriate pathway, such as a drug treatment track.

3.   Filing Charges

If the prosecutor decides there is enough evidence to charge, the attorney then prepares an Information document. The prosecutor may also prepare an Order for Warrant if it is necessary to detain the suspect (e.g., over a weekend). These documents are filed with the Juvenile Court. The Discovery information is delivered to OPD.

D.   CASE FILING

EXHIBIT III-5 illustrates the case filing work flow for King County Juvenile Court. The Juvenile Court case filing work flow includes two segments: declination hearings and opening the case.

1.   Declination Hearings

If the prosecutor decides to file charges in King County Juvenile Court, the prosecutor assigns the SCOMIS Case#. Based on the severity of the crime and the criminal history of the suspect, certain cases are "auto declined" and automatically transferred to King County Superior Court. The prosecutor may also request a declination hearing, at which the judge could consider transferring the jurisdiction for the case to the Superior Court. Otherwise, the case will be prosecuted in Juvenile Court.

2.   Opening the Case

If the prosecutor needs a warrant to hold the suspect, the prosecutor gives the Information and the Order for Warrant to the Juvenile Court judge to review and sign. Otherwise, the prosecutor simply files the Information document with DJA. In either case, DJA receives the charges, issues and delivers the warrant to Juvenile Detention if appropriate, and updates JJWAN, which updates CMIS. DJA also scans the documents into ECR and dockets the information into SCOMIS.

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WORK FLOW MODELS – JUVENILE CASE FILING
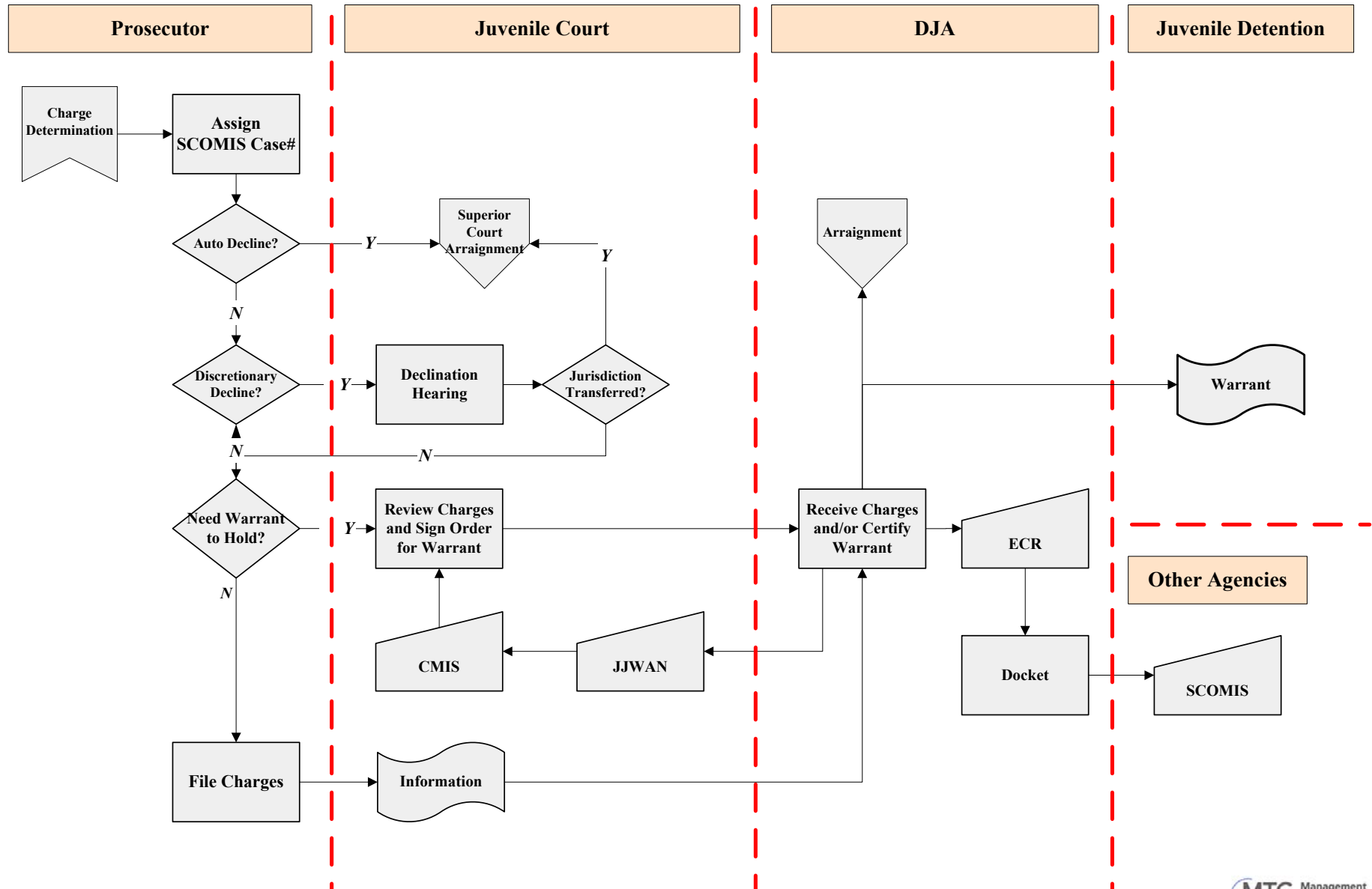
E.   ARRAIGNMENT AND PRETRIAL

EXHIBIT III-6 illustrates the arraignment and pretrial work flow for the King County Juvenile Court. The Juvenile Court arraignment and pretrial work flow involves two segments: the arraignment hearing and other pretrial hearings.

1.   Arraignment Hearing

After the suspect makes his/her first appearance in Juvenile Court, the prosecutor sets the arraignment calendar and issues notifications to the court and to the defense. When OPD receives the arraignment notification and Discovery from the prosecutor, it reviews the Discovery for conflicts of interest with potential attorneys and assigns counsel. The case information and counsel assignment are entered into OPDMIS, a stand-alone system which then generates an assignment sheet that is sent to the assigned Public Defense agency. The Public Defense agency enters the case information into its agency system. SCOMIS generates the case setting calendar and case information, which is then entered into JJWAN and then uploaded into CMIS.

The Juvenile Court conducts the arraignment hearing. If the Juvenile Court judge finds probable cause to detain, the court generates an Order of Case Setting, which is entered into JJWAN, CMIS, and ECR.

2.   Other Pretrial Hearings

After the arraignment, the Juvenile Court then proceeds with case setting and schedules and conducts any additional pretrial hearings and events. A number of documents may result from these hearings, including motions and pleas which are entered into JJWAN, CMIS, and ECR. If the court notifies Juvenile Detention to release the subject, Juvenile Detention updates its systems and releases the subject. If the court decides to proceed with the case, the next step is either a disposition hearing, if the subject pleads guilty, or fact finding.
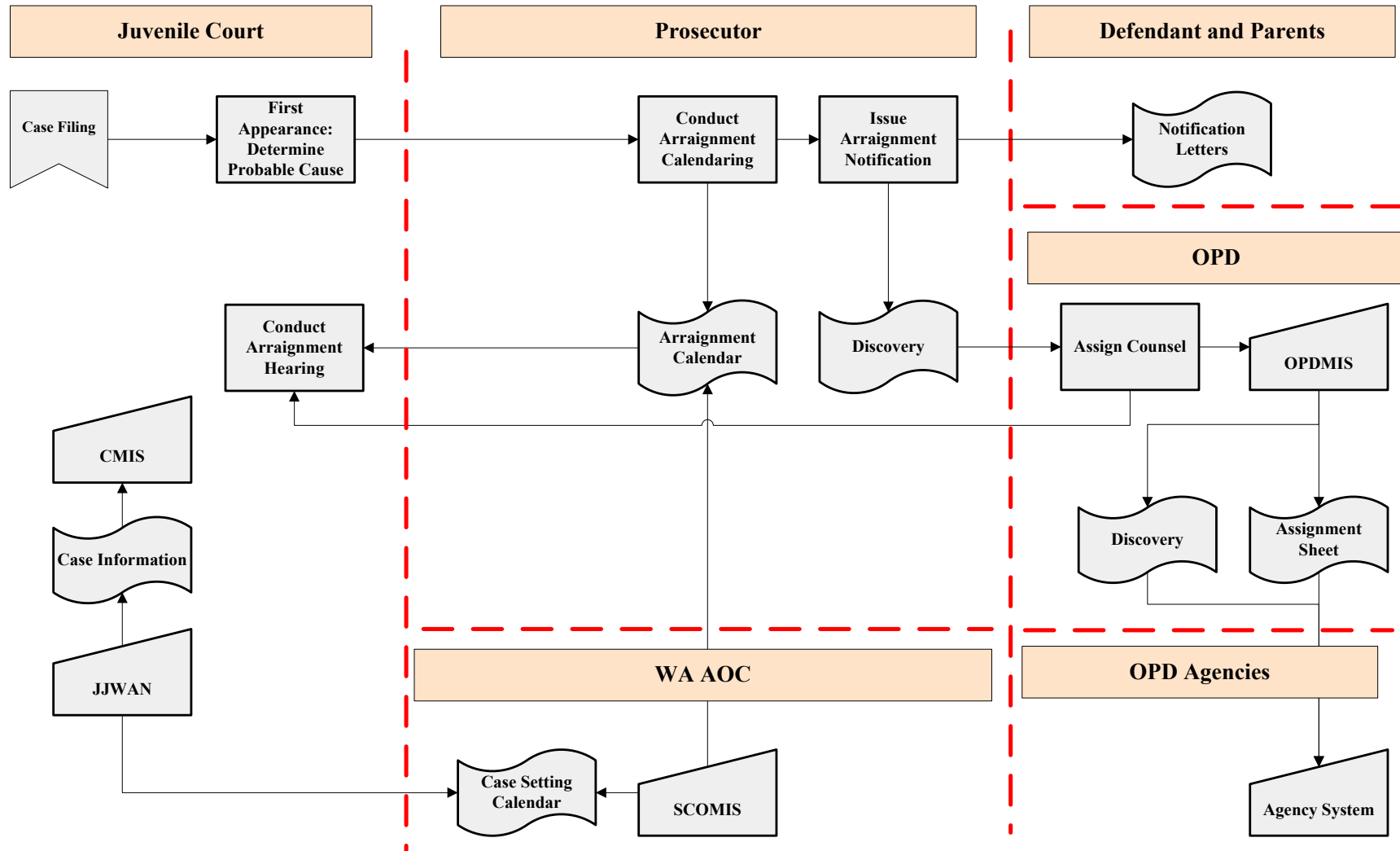
F.   FACT FINDING

EXHIBIT III-7 illustrates the fact finding work flow for King County Juvenile Court. The fact finding work flow involves two segments: the fact finding hearings and the fact finding order.
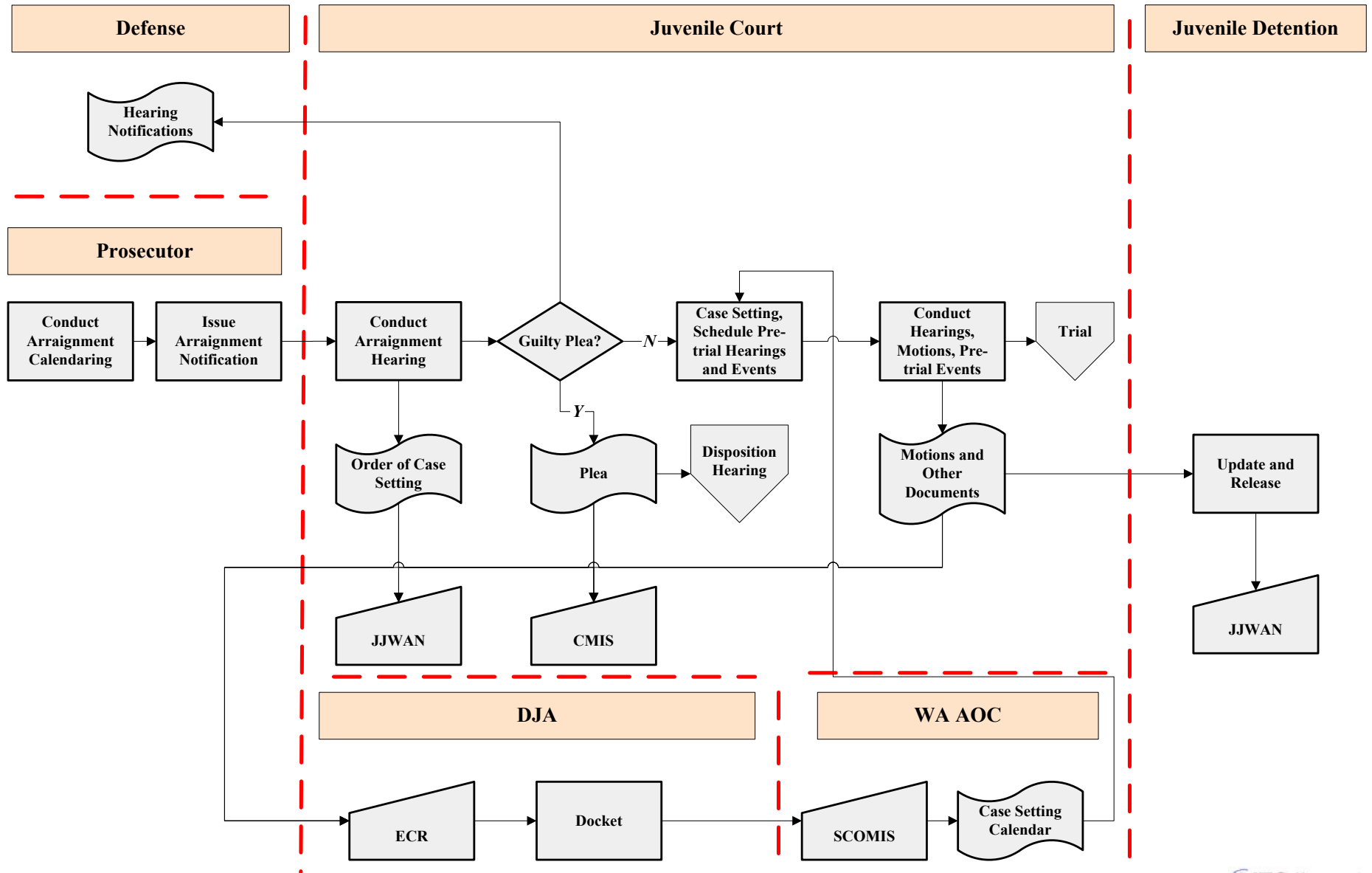
1.   Fact Finding Hearings

Following arraignment, the Juvenile Court schedules and conducts the fact finding hearings. The Fact Finding Calendar is sent to Juvenile Detention to coordinate the transfer of defendants to the
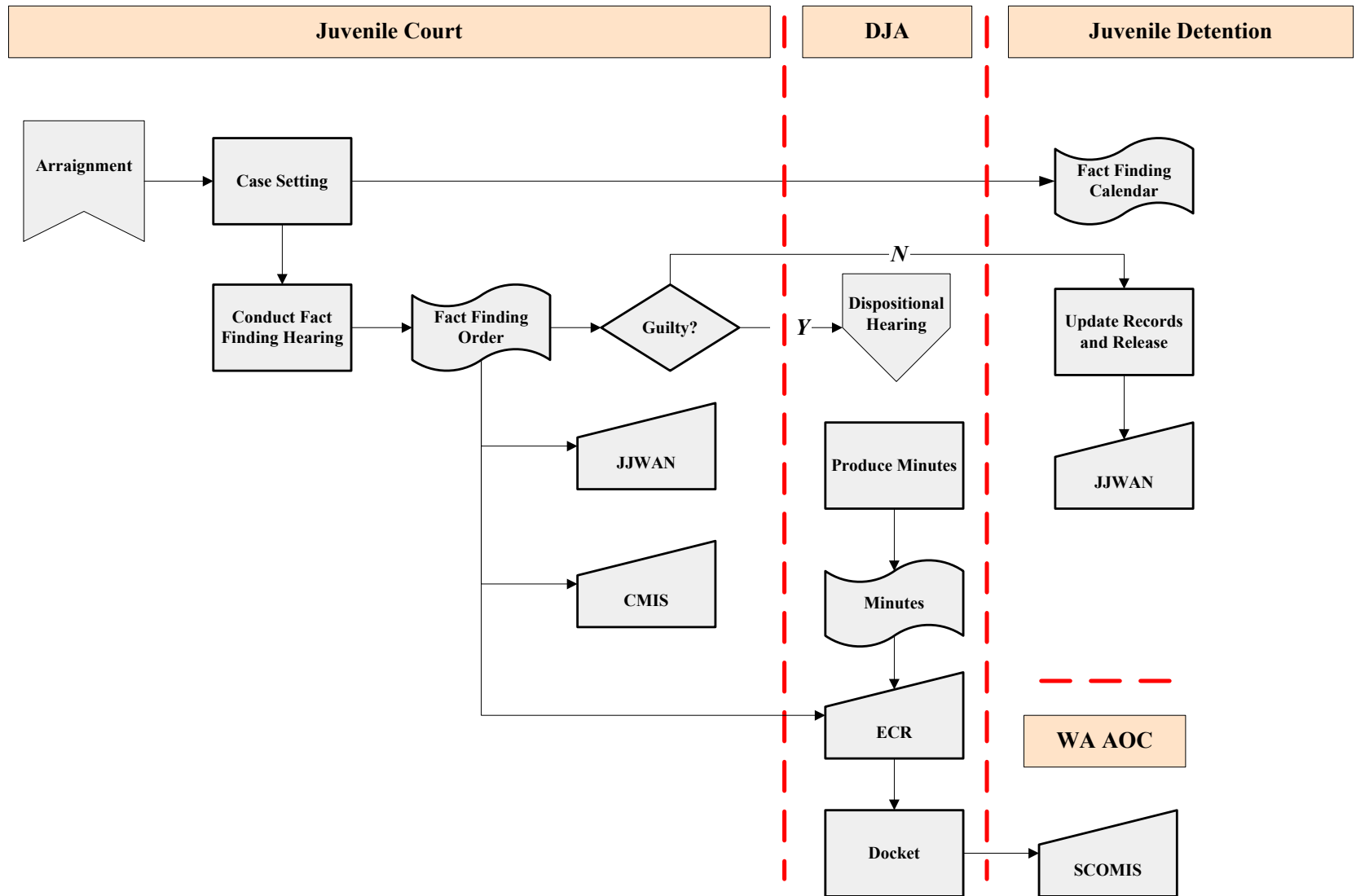
WORK FLOW MODELS – JUVENILE ARRAIGNMENT AND PRETRIAL

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WORK FLOW MODELS – JUVENILE ARRAIGNMENT AND PRETRIAL

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WORK FLOW MODELS – JUVENILE FACT FINDING

Juvenile Court	DJA	Juvenile Detention

Arraignment → Case Setting → Fact Finding Calendar

Case Setting → Conduct Fact Finding Hearing → Fact Finding Order → Guilty?

Guilty? — N → Update Records and Release → JJWAN

Guilty? — Y → Dispositional Hearing

Fact Finding Order → JJWAN

Fact Finding Order → CMIS

Dispositional Hearing → Produce Minutes → Minutes → ECR → Docket → SCOMIS

Fact Finding Order → ECR

WA AOC

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hearings. During the hearings, various documents are entered into JJWAN and CMIS and scanned into ECR and docketed in SCOMIS. In addition, the fact finding minutes are collected by the court-room clerk and entered into ECR and docketed in SCOMIS.

2. Fact Finding Order

After the Juvenile Court reaches a decision, the Fact Finding Order is entered into JJWAN and CMIS, scanned into ECR, and docketed into SCOMIS. If the Juvenile Court finds the defendant not guilty, a Release Order is delivered to Juvenile Detention. If the court finds the defendant guilty, the process moves to the disposition hearing.

G. DISPOSITION

EXHIBIT III-8 illustrates the disposition work flow for King County Juvenile Court. The Juvenile Court disposition work flow involves two segments: the disposition hearing and the distribution of the Disposition Order.

1. Disposition Hearing

Prior to the disposition hearing, the prosecutor recalculates and recommends a disposition and then sends the recommended disposition to the Juvenile Court. The Juvenile Court schedules and conducts the disposition hearing and produces a Disposition Order.

2. Distribute Disposition Order

The Juvenile Court gives copies of the Disposition Order to Juvenile Detention, the prosecutor, and the defense. The prosecutor copies the Disposition Order and delivers copies of the Judgment and Sentence to the DJA for entry into ECR and docketing into SCOMIS. The Defense Agency records the Disposition Order into the agency system and sends a closed case recap form to OPD for entry into OPDMIS. If the Disposition Order includes detention or probation, the Juvenile Court also sends an Order of Commitment to DJA and Juvenile Detention. If the offender is a known sex offender or is convicted of a qualifying sexual offense, DJA sends a copy of the Order of Commitment to the Sheriff for entry into the Sex Offender Registry.

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WORK FLOW MODELS – JUVENILE DISPOSITION

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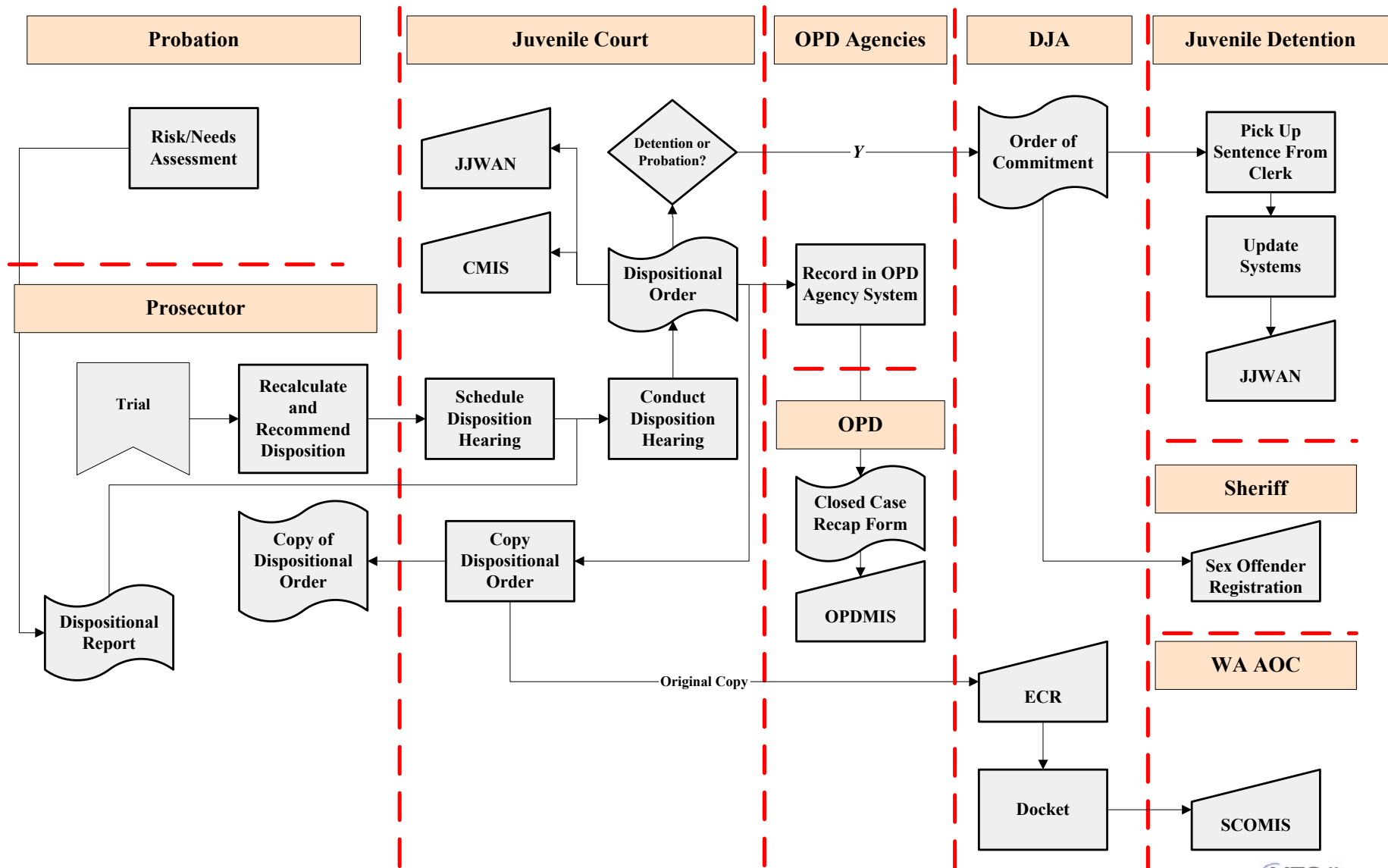
H.   SENTENCED DETENTION

EXHIBIT III-9 illustrates the sentenced detention work flow in King County Juvenile Detention. The sentenced detention work flow includes three segments: intake, sentence recalculation, and transfer or reclassification.

1.   Intake

After a juvenile offender has been convicted and sentenced, Juvenile Detention receives a copy of the Disposition Order. If the Disposition Order includes detention or probation, Juvenile Detention will also receive an Order of Commitment. If the Disposition Order does not include detention, the offender will be turned over to probation. If the Disposition Order includes detention and the offender is not already in custody, the offender will need to be booked into Juvenile Detention.

2.   Sentence Calculation

Once the offender is in custody, Juvenile Detention will recalculate the sentence and update the projected Release Date in SIP, making allowances for all convictions yet to be served, time already served, and time on good behavior. If the offender will be serving his/her time in King County Juvenile Detention, a classification officer will reclassify the inmate and produce a diagnostic report.

3.   Transfer or Reclassification

If the offender has been sentenced to serve time in a state juvenile facility and he/she has waived his/her right to an appeal, the offender will be moved into the release flow in preparation for transfer to a state facility. Otherwise, a jail classification officer will reclassify the inmate and update JJWAN. Once the inmate either serves his/her time or is granted a transfer to another jail, the inmate will be moved into the release flow.
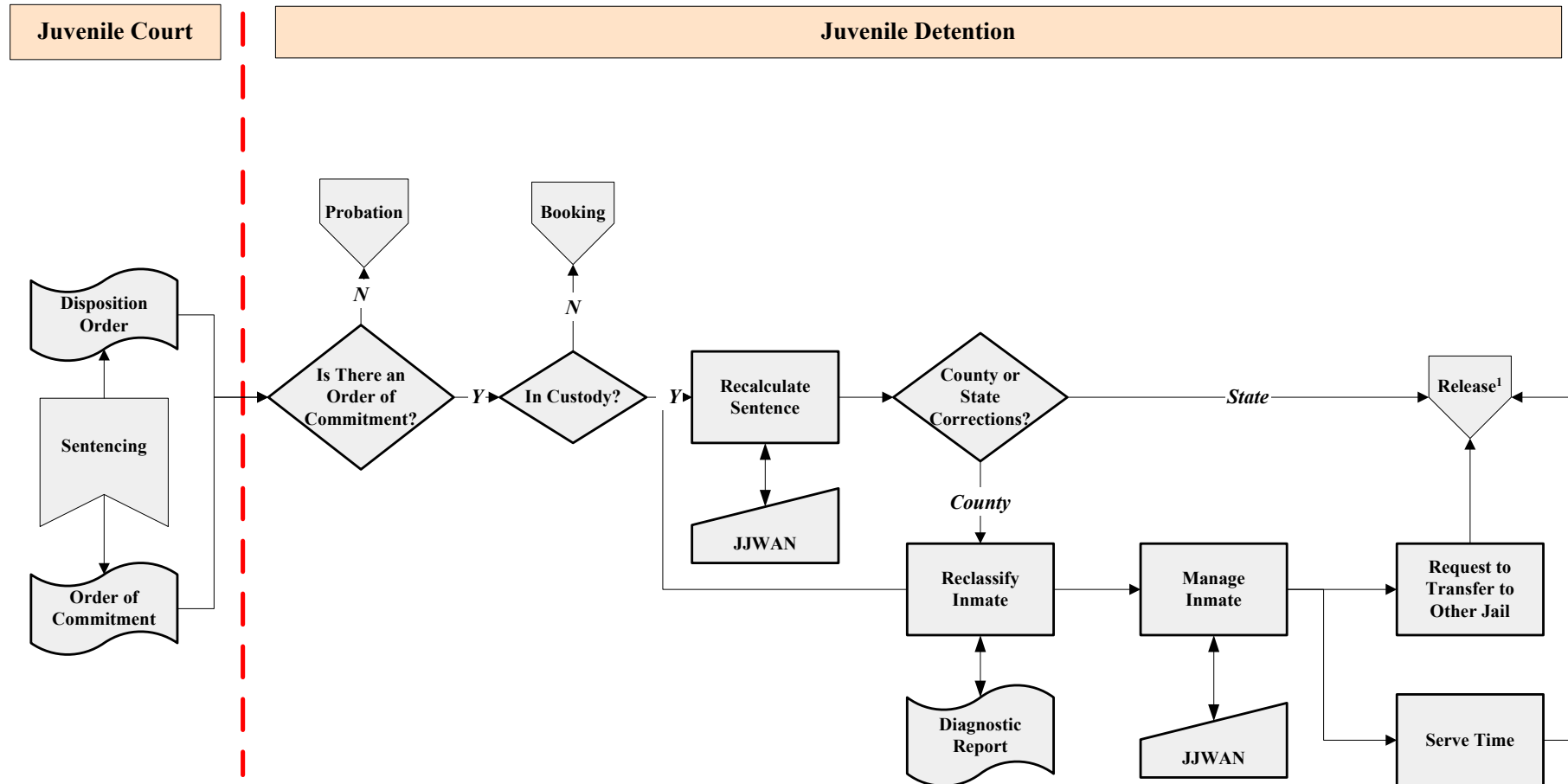

I.   RELEASE

EXHIBIT III-10 illustrates the release work flow in King County Juvenile Detention. The release work flow includes two segments: record release information and transfer or release.

1.   Record Release Information

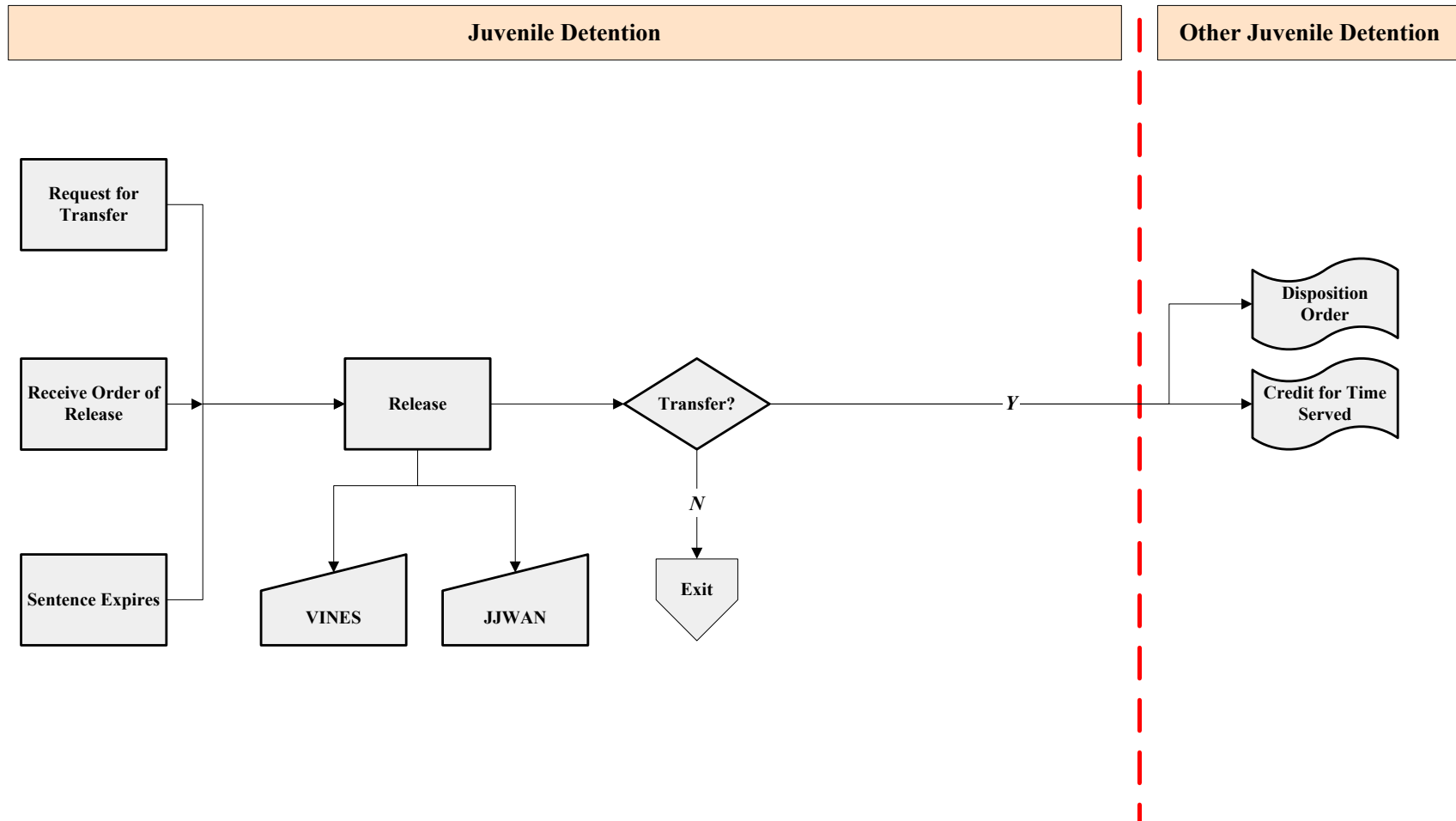The release process begins with one of three triggering events:

■   Expiration of the sentence.

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WORK FLOW MODELS – JUVENILE SENTENCED DETENTION

¹ **Release is defined by an inmate leaving the jail, either by transfer (extradited) or no longer detained.**

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WORK FLOW MODELS – JUVENILE RELEASE

Juvenile Detention	Other Juvenile Detention

Request for Transfer

Receive Order of Release

Release

Transfer?

Sentence Expires

VINES

JJWAN

Y

N

Exit

Disposition Order

Credit for Time Served

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- Receipt of a Release Order.

- Granting of a request to transfer to another juvenile detention facility.

The first step in the release process involves updating the JJWAN and VINES systems.

2.   Transfer or Release

If the offender is to be transferred to another juvenile detention facility, copies of the Disposition Order, Order of Commitment, Credit for Time Served, and any other Detainers are also sent to the juvenile detention facility receiving the offender. If the offender has completed his/her sentenced detention and all warrants have been checked, the offender is released.

IV.   <u>USE CASE MODELS</u>

IV.   USE CASE MODELS

This section of the document reflects the core interagency information exchanges within the scope of this study and incorporates comments and feedback based on our interviews with all the selected stakeholder representatives. This section also details the approach taken in developing and modeling the county's information exchanges.

A.   USE CASE APPROACH

The approach utilized to determine the information exchanges necessary to support the LSJ integration involved identifying the interagency information exchanges and defining their context, data content, and associated business rules. The exchanges were identified using the adult and juvenile criminal justice work flows described in the previous sections. Several business and technical professionals were interviewed from each stakeholder agency, and current documentation was examined to gather the data necessary to document the information exchanges.

This project follows The National Consortium for Justice Information and Statistics (SEARCH) Justice Information Exchange Model (JIEM) framework to model King County's information exchanges. High-level conversation diagrams were developed to provide a macro-level abstraction of the information exchanges. An Access database was developed that mirrors the SEARCH JIEM model for capturing King County's information exchange data. This database will be used to generate eXtensible Markup Language (XML) schema data to support future King County projects.

The LSJ Steering Committee, along with the identified stakeholder agencies, participated in several workshops and directed the scope for MTG Management Consultants, L.L.C., to define and document the information exchanges.

1.   Defined Requirements

Basic requirements were determined through identification of King County and local criminal justice agencies, as well as other stakeholders, that have a need to share data with other criminal justice agencies. Selected business and technical representatives from each stakeholder agency were interviewed to determine current business processes and information-sharing needs. Standard forms associated with these and other appropriated business areas were gathered in order to establish information-sharing requirements. These requirements were documented as use cases and conversations between agencies.

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2.   Determined Information Exchanges

From the work flow models that were developed in the previous Draft Work Flow Models deliverable, the interagency exchanges were identified and confirmed with each corresponding stakeholder. The context of the exchanges were then defined, which includes the participating agencies, basic information to be exchanged, and conditions under which information is to be exchanged.

The data required to support the information exchanges was determined through work sessions with each sending and receiving agency of the identified information exchange. The data identified for each exchange was defined to the document level, while maintaining a common terminology for the document name between the participating agencies.

3.   Defined Domains and Use Cases

MTG identified 10 domain areas for the adult work flow and eight domain areas for the juvenile work flow. Use cases and conversations models were developed for each domain. This document also includes use cases and conversations models for each of the following adult domains:

- Law Enforcement Investigation.

- Adult Booking.

- Adult Charge Determination.

- Adult Case Filing.

- Adult Arraignment and Pretrial.

- Adult Trial.

- Adult Sentencing.

- Adult Sentenced Detention.

- Adult Release.

- Adult Probation Violation.

This document also includes use cases and conversations models for each of the following juvenile domains:

- Law Enforcement Investigation.

- Juvenile Booking.

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- Juvenile Charge Determination.

- Juvenile Case Filing.

- Juvenile Arraignment and Pretrial.

- Juvenile Fact Finding.

- Juvenile Disposition.

- Juvenile Sentenced Detention.

- Juvenile Release.

For each domain listed above, the sending agency, receiving agency(ies), information exchange conditions, and exchanged documents were identified and documented.

V. NATIONAL STANDARDS AND TOOLS

V. NATIONAL STANDARDS AND TOOLS

Rapid advances in information system and identification technologies are steadily driving justice agencies in the automation of their internal information systems. With the advent of distributed network computing, open systems architecture, and powerful database applications, information systems automation can be accomplished faster, cheaper, and easier, with more robust applications than ever before.

As agencies automate and update their information systems for internal operational needs, a host of external factors are also driving agencies to share crucial information with one another for faster, more effective, accurate, and complete decision making. Legislative mandates for employment, licensing, and entitlement screening, the growing public appetite for an expanding array of justice information, recent paradigm shifts to community-based law enforcement, courts, and corrections, and contemporary calls for greater accountability are examples of the external forces driving justice agencies to integrate their information systems.

In a recent Office of Justice Programs (OJP) Intergovernmental Information Sharing Conference of States, participants articulated the need to "define the information needs that pass from agency to agency." The integration of justice information systems does not presume that all information within systems is broadly shared, without regard to confidentiality, privacy, policy, or general security concerns. Rather, integration is the systematic exchange of critical data *between* justice agencies at key decision events. Jurisdictions increasingly are looking at integrating their information systems via exchanging key data at critical decision points, rather than attempting broad consolidation of systems and technologies, an approach that has often met with failure in the past.

Several national groups are developing tools and standards for exchanging information between criminal justice agencies. This section describes the SEARCH JIEM tool that states are using to document information exchanges.

A. JUSTICE INFORMATION EXCHANGE MODEL[1]

SEARCH developed a tool to document information exchanges known as the JIEM. The tool consists of an application program and database for documenting the components that allow states to model and document information exchanges. Beyond the tool, the JIEM provides a framework and

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[1] Descriptions of the JIEM were taken from "Planning the Integration of Justice Information Systems: Developing Justice Information Exchange Points," SEARCH, March 2000. See *http://www.search.org/integration/pdf/ExchangePoints.pdf.*

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vocabulary for analyzing and planning standard information exchanges. This framework provides a data structure that relates data to and implies an approach for describing information exchanges.

This subsection provides the JIEM conceptual framework, describes the JIEM dimensions, and describes components of the JIEM tool.

1.   Conceptual Framework

Organizations need to exchange critical information when predefined events occur at key decision points throughout the justice process. Justice agencies conduct a series of what are essentially "conversations"– that is, discrete exchanges of information between two or more agencies – at these key decision points in the justice process.

At arrest, for example, the booking agency typically sends certain information regarding the arrestee to the state criminal history records repository (e.g., name, age, sex, race, driver's license number, electronic image of the arrestee's fingerprints, arrest charge information) to record the booking transaction. The agency also sends this data to verify the arrested person's identity and determine whether the arrestee has a criminal history record or warrants. In addition, the arresting agency may send information to other local agencies – for example, the prosecutor or court that may trigger responses or events by the recipient agencies. Such a response might be the prosecutor filing charges with the court. For these transactions, the local arresting agency does not need to exchange *all information* regarding the arrestee or the event which led to the arrest. It only needs to send that information necessary for the discrete transactions associated with pulling the necessary information or to provide the recipient agency with the information it needs to continue the justice process. These same transactions are completed by law enforcement agencies throughout the nation whenever they make arrests.

Every organization is free, within certain constitutional and statutory boundaries, to construct and define its information exchange processes. Accordingly, there is considerable variation throughout the country in criminal justice processing. Some jurisdictions require arrest and booking in all felony cases, while others use summons for felonies under set conditions. Justice agencies use a variety of charging processes, including preliminary hearing and information, either exclusively or in combination.

Notwithstanding these and other variations, there appears to be significant consistency on key dimensions of information exchange (i.e., conversations) in justice processing throughout the country. In particular, conversations occur at regular events (e.g., at arrest, charging, initial appearance, trial, adjudication, disposition), and the exchanges are consistent.

The analogy to a conversation is particularly appropriate, given the nature of the information exchanges specifically contemplated in this project and in Integrated Justice Information Systems

(IJIS) generally. The exchange is complex and evolving; one agency may initiate an exchange, which will trigger a response by a second (recipient) agency. This response, in turn, may trigger additional *value-added* exchanges by the (original) initiating agency, which can then incorporate information – such as a state identification (SID) number – generated in the first exchange.

Content is a fundamental component of the conversation or exchange. The substance of the exchange is the information itself. Exchanges, to be effective, must convey appropriate (that is, relevant and responsive) information in sufficient detail to meet the needs of the initiating/recipient agency. In addition to content, however, it is also important to recognize that these exchanges, like conversations, must have both a context and a protocol. Parties to a conversation must have some agreement, formal or implicit, that their communication is going to focus on a topic of relevance (or at least interest) to each party. There may also be specific objectives for the conversation, for example, a query of a statewide warrant system to determine whether an arrestee has an outstanding warrant or sending disposition and sentencing data to the criminal history records repository to update an offender's criminal history record. In addition to context, there must also be agreement regarding the protocol for the conversation, which may include such elements as the language that will be used, the roles of the participants, and how misunderstandings will be resolved. Automated exchange of charging information between the local prosecutor and local court must be in terms that are understandable and interpretable by both. Similarly, local jails must submit booking records, fingerprint images, and mug shots to the state criminal history records repository in mutually agreed-upon formats for the repository to properly interpret the information and append it to the appropriate record.

2.   Information Exchange Dimensions

There are at least four principal dimensions of information exchange that are relevant to integrated justice information systems research, design, development, and implementation. These dimensions are:

- *Events* – Information exchange triggers, for example, arrest, issuance of a warrant, arraignment, and hearing.

- *Agencies* – Organizations involved in the information exchange, for example, Sheriff, prosecutor, jail, court, and public defender.

- *Information* – Data that is actually exchanged between agencies, such as a document.

- *Exchange Conditions* – Rules associated with the case, agency, or event that govern the exchange of information and define the processing flow and circumstances surrounding information exchange between agencies.

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Taken together, these dimensions constitute business rules associated with the exchange of information. Business rules define the administrative, statutory, organizational, technical, and/or procedural rules that govern information exchange between the agencies identified.

Some business rules have a statutory or formal legal procedural foundation (e.g., all persons booked into the jail after filing must have a bail hearing within 24 to 48 hours of booking). Other rules are principally administrative in nature, and some are purely technical. Key information exchanges that collectively comprise integrated justice information systems can be represented across the dimensions identified above. It is important to recognize, of course, that the model of information exchange being developed is not simply one agency pushing information to another but rather a situation in which the initiating agency might also pull information from other agencies or data sources. The agency might pull information for such purposes as: for immediate analysis; for processing or storage; to update information on file; to make individual/case decisions; and for subsequent value-added exchanges (such as incorporating the offender's SID number and aliases). Moreover, these information exchanges might also be viewed as broadcasts to multiple systems, inasmuch as a single event may trigger a whole series of exchanges.

3.   JIEM Components

There are five components of information exchange that are relevant to integrated justice information systems research, design, development, and implementation. EXHIBIT V-1 graphically shows these components.

These components are:

- *States* – Stages of the case in which the subject is at the time of the exchange (e.g., law enforcement investigation, sentenced detention, booking, case filing).

- *Events* – Institutional/subject actions that trigger the exchange (e.g., arrest, warrant review, prosecution charging decision, intake). Sending agencies have initiating events that trigger the information exchange. Receiving agencies have subsequent events triggered by the information exchange.

- *Agencies* – Institutions/entities involved in the exchange (e.g., law enforcement agency, prosecutor, defendant, superior court, jail).

- *Conditions* – Factor(s) associated with the case, agency, or event that govern the exchange of information and define the processing flow and circumstances surrounding the exchange.

- *Information* – Data that is actually exchanged between agencies, including:

  » *Documents* – May be paper documents or virtual documents transferred as part of an electronic exchange. Paper documents include incident reports, complaints, J&S, etc.

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EXHIBIT V-1

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

SEARCH JIEM COMPONENTS

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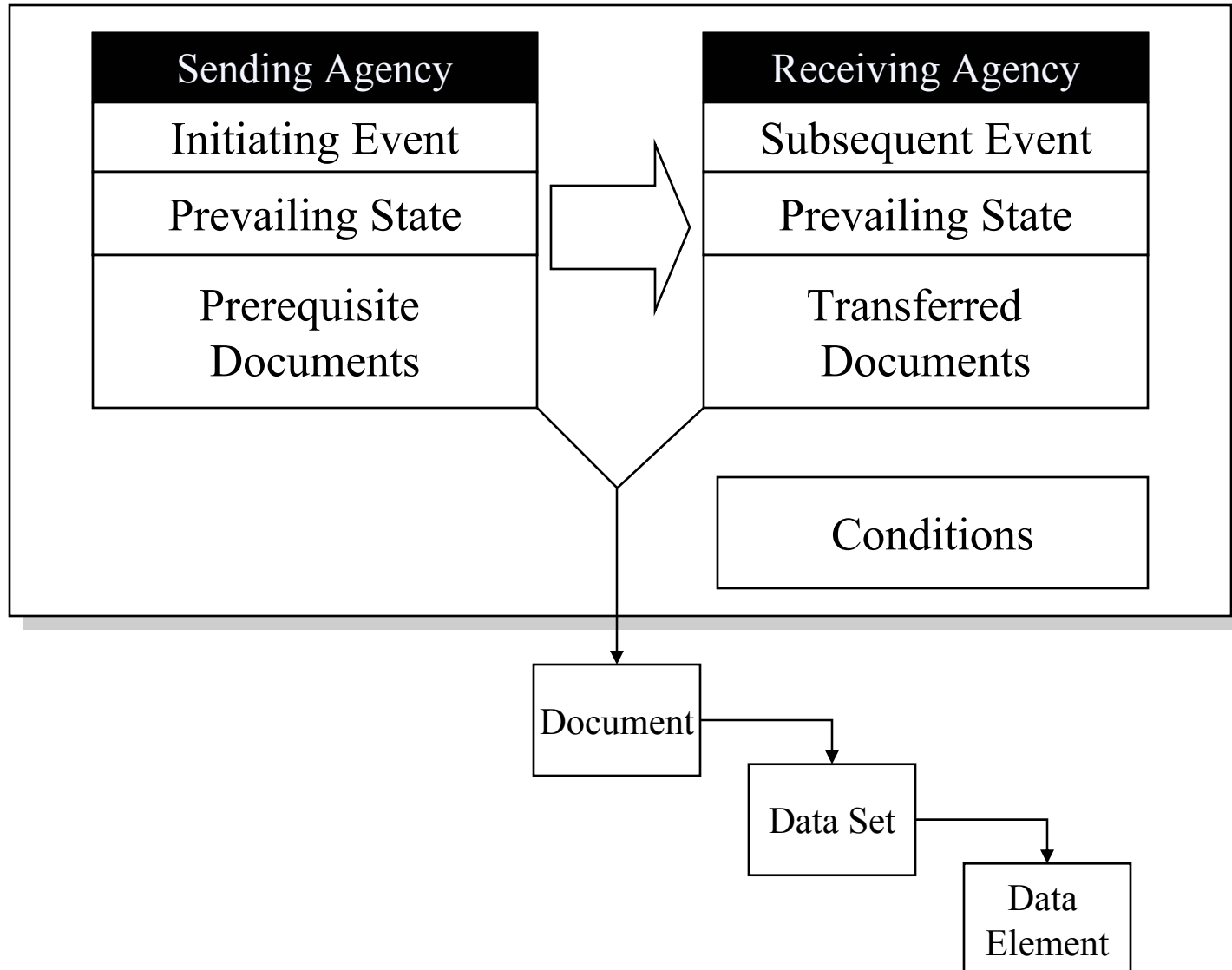
Two types of documents are identified: prerequisite documents that the sending agency must have before invoking the exchange, and transferred documents that are actually exchanged with the receiving agency.

» *Data Sets* – Logical compilations of related data elements, such as basic identification, law enforcement charges, court case data, disposition data, etc.

» *Data Elements* – Traditional data elements include first name, last name, suffix, social security number, SID number, offense date, originating agency name, etc. Data elements may come in the form of text, numbers, images, photographs, etc.

During this Use Case Modeling phase of the project, information is only defined to the document level. Data sets and data elements are defined during the data modeling phase of the King County LSJ project, and documentation to this level will be included in the Final Data Exchange Models deliverable.

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VI. PROCESS FOR MODELING INFORMATION EXCHANGES

VI.   PROCESS FOR MODELING INFORMATION EXCHANGES

Several techniques and tools are used to document the information exchanges and their associated dimensions. This section explains the methodology and the tools used to model the information exchanges and includes the following subsections:

■   Model Components

■   Developing Information Exchange Conversation Diagrams

■   Defining Exchanges

■   Justice Exchange Model (JEM) Tool

A.   MODEL COMPONENTS

The model contains a macro-level modeling technique to identify and show information exchanges and micro-level specifications for defining each exchange, document, data set, and data element. The components of the model are shown in EXHIBIT VI-1 and include:

■   *Conversation Diagrams* – Macro-level diagrams that identify the agencies (rectangles) involved in a conversation and the information exchanges (arrows) that exist between organizations.

■   *Use Cases* – High-level descriptions describing the order of events and the context in which information exchanges occur.

■   *Information Exchange Specifications* – The definition of each exchange that includes the sending agency, triggering event, and state of the subject, along with prerequisite documents. Each receiving agency is identified along with the subsequent event and state of the subject. The documents the sending agency transfers to the receiving agency are identified, and the conditions and/or business rules that govern the information exchange are defined.

■   *Document Specifications* – The list of document names and descriptions defined.

The use case is in text form, and the conversation diagrams are drawings. The other components included in the JEM Access database are data tables, described in subsection VI. D.1, Tables and Relationships.

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EXHIBIT VI-1

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE
INFORMATION EXCHANGE TOPOLOGY
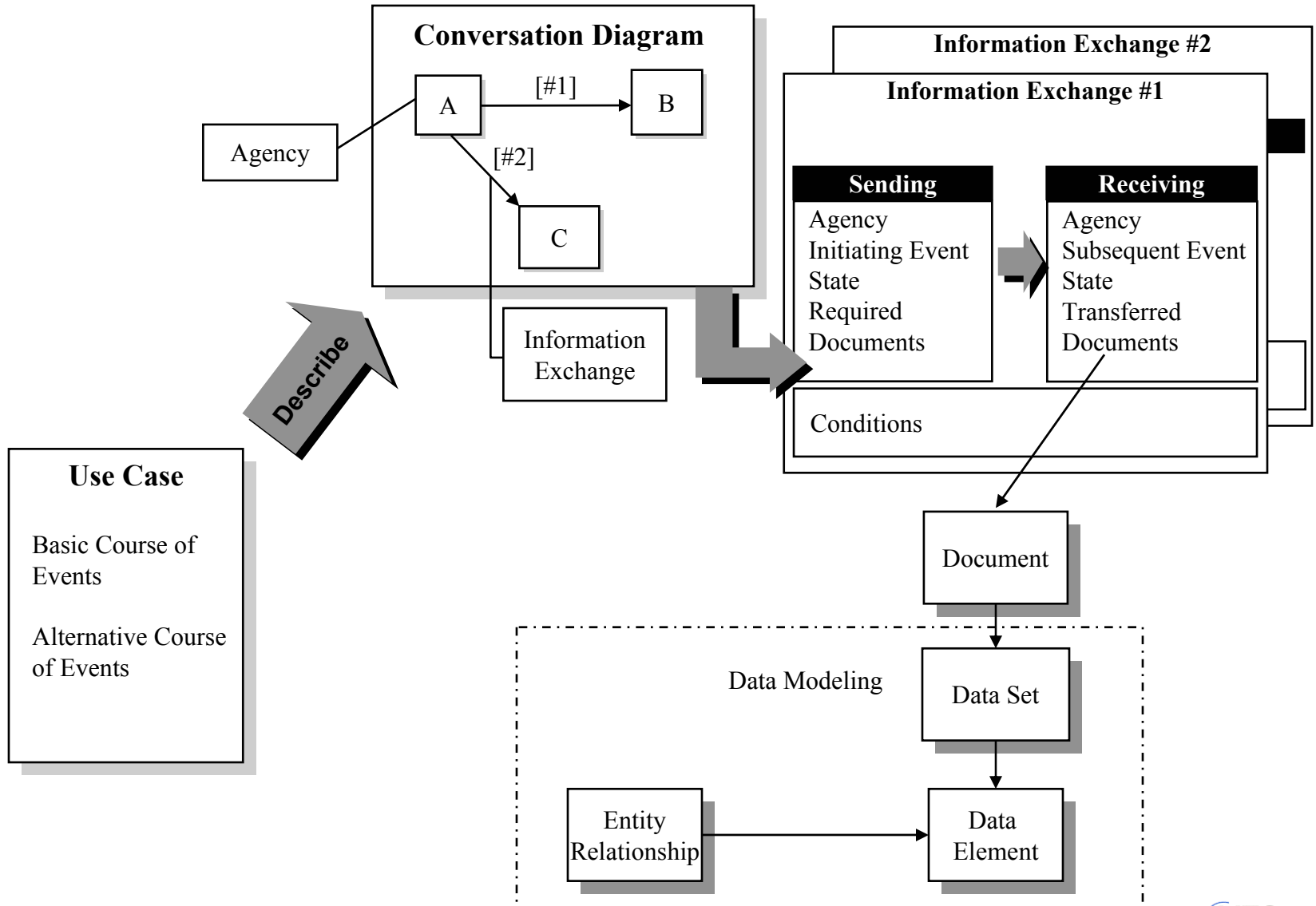
B.   DEVELOPING INFORMATION EXCHANGE CONVERSATION DIAGRAMS

Conversation diagrams provide a visual way to model the macro-level information exchanges. They identify the information that is exchanged by one organization to another. The resulting map helps understand the relationship between information exchanges within criminal justice work flows. The focus should be on identifying and documenting information exchanges.

Following are the conventions for developing a conversation diagram:

■   Organizations are represented by rectangles.

■   Information exchanges are represented by arrows. Each arrow should indicate the information exchange number (identifier) in brackets (e.g., [#22]).

■   The documents transferred as part of the information exchange are written adjacent to the information exchange arrow. Multiple documents should be separated with a "+" which represents an "and" condition. Optional documents are identified by placing the document name in parentheses.

■   The priority of the exchange is identified by the color of the arrow.

    »   Red arrows indicate high-priority exchanges.

    »   Green arrows indicate medium-priority exchanges.

    »   Black arrows indicate nonpriority exchanges.

The strategy taken was performing interviews with business operations managers and staff directly involved with a particular domain and discussing the process and related flows of information. The conversation diagram is drawn with the business users to get their buy-in and resolve naming issues that often exist around documents. This effort was used to develop a high-level use case that describes the conversation diagram with the business staff. During this time, example documents from the business staff were gathered, which can be used later to decompose the data sets and data elements they contained.

Conversations should be developed for a domain within the criminal justice work flow. Conceptually, one conversation diagram can be created that includes all possible information exchanges. However, it would become too busy and complex to be of value. Ideally, conversation diagrams should be easy to follow and not contain more than nine agencies and 15 exchanges (to be served as a basic rule of thumb).

The use case provides context to assist with understanding the conversation diagram. Use cases describe the process and describe the order and precedence for information exchanges and may

describe other activities that are occurring that help place the conversation diagram into context. Recognize that different organizations conduct business differently, yet can still achieve the same results. The use case should be written for the most common approach, with emphasis on identifying the information exchanges rather than documenting all of the details and variations in the process.

Each conversation diagram should contain a use case that describes the general process in which the information exchanges exist within a particular domain. Use cases describe the basic course of events typical to the business operation. The alternate course of events identifies common deviations from the basic course of events. The use case should be written in general terms, and excessive process details should be avoided. The occurrence of information exchanges within the use case should be identified by placing the information exchange number in brackets where appropriate (e.g., [#22]).

There are a number of common patterns relating to information exchanges. When the same information (documents) comes from several organization to a central organization, then a collector information exchange exists. Broadcast information exchanges exist when an agency sends the same documents to multiple agencies. Several information exchanges exist that go into information repositories for update-only purposes. These are called information sinks, as they simply store information without adding value. Another common pattern is a work flow information exchange where a document comes into an agency, which processes it, makes decisions, adds data, and then passes it along to another agency. Collector and broadcast information exchanges usually occur at the beginning of criminal justice work flows and are usually of higher interest. Work flow information exchanges usually indicate a stream of activity, with the resulting (end) information exchange being the high-value document.

C.   DEFINING EXCHANGES

Information exchanges have the following properties that are defined within the Justice Exchange Model Access database.

- *Exchange Number* – Use the number indicated on the conversation diagram, which serves as a unique identifier of the information exchange.

- *Exchange Name* – Names follow the following convention: Sending agency + verb + document + receiving agency. For example, Sheriff sends Warrant to the Jail.

- *Exchange Description* – Provide a brief description of the exchange and its context.

- *Priority* – Indicate whether the exchange is high, medium, or no (low) priority. For the purposes of this project, we have identified all exchange priorities as medium.

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- ■ *Sending Agency* – The agency transferring the document.

- ■ *(Sender) Prevailing State* – The status of the sending agency as it relates to the exchange.

- ■ *Initiating Event* – Identify the event that triggers the information exchange.

- ■ *Required Documents* – These are the prerequisite documents the sending agency should have prior to invoking the information exchange.

- ■ *Receiving Agency* – Identify the agency that receives the transferred document(s). It is possible for an exchange to broadcast the same documents to *several* receiving agencies having the same prevailing state and initiating event with the same conditions.

- ■ *Subsequent Events* – The event that the receiving agency will invoke upon receipt of the document.

- ■ *(Receiver) Prevailing State* – The state of the receiving agency once the information exchange has occurred.

- ■ *Conditions* – The business rules that govern the associated information exchange.

Documents may be marked as prerequisites, transferred, or both. Transferred documents are the documents actually exchanged. Documents can be transferred by hand (paper), fax, electronic (e.g., via an automated batch process), or even via the telephone. However, all defined documents should have some type of discernable and repeatable structure.

D.   JEM TOOL

MTG has developed a database tool for modeling information exchanges among justice agencies for King County. This tool facilitates the organization and documentation of the information exchanges and documents, as well as the conditions, events, and agencies involved with each exchange.

1.   JEM Tool Design

Although SEARCH has previously developed a tool for describing information exchanges related to the JIEM, the SEARCH tool does not provide all of the capabilities required in this project. The JEM tool is designed to provide many of the features of the SEARCH while also addressing the specific requirements of the King County LSJ project. Specifically, the JEM tool is designed based on the following objectives:

- ■ Document the entire information exchange structure from domains (e.g., all exchanges involved with Law Enforcement Investigation) to data elements and subelements and their allowed values.

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- Provide reporting capabilities that support facilitating information exchange details with stakeholder representatives and point of reference materials.

- Support import to/export from the SEARCH JIEM.

- Support automatic generation of XML schemas for documents and data elements.

- Track changes as multiple users modify the model.

General Approach

In the JEM tool, an information exchange consists of a set of dimensions and a hierarchy of information related to the exchange. Dimensions describe the space in which exchanges occur. The dimensions associated with each exchange include the conditions under which the exchange takes place, the agencies that send and receive the information, the events that initiate and follow each exchange, and the state of the subject before and after the exchange.

The information included in each information exchange is organized using exchanges and documents. Exchanges are also organized into domains that describe the use case for a group of related exchanges.

Tables and Relationships

The Exchange Dimension Tables (EXHIBIT VI-2) describe the environment under which an exchange occurs. Each exchange definition includes an agency that sends the information, an event that initiates the exchange, and a state of the subject prior to the exchange. The sending environment of the exchange is described by one-to-many relationships between fields in the Exchange table and the Agency, State, and Event tables. However, a single exchange could potentially involve multiple receiving agencies that may each have events or states that are triggered by the exchange. Therefore, the receiving environment of the exchange is described by many-to-many relationships between the Exchange table and the Agency, State, and Event tables. In addition, each exchange is usually associated with multiple conditions necessary for the exchange to take place. These conditions are described through many-to-many relationships between the Exchange and Condition tables.

The Information Hierarchy Tables (EXHIBIT VI-3) describe the structure of the data included in the exchanges. Each exchange consists of one or more documents. Some documents may be required by the sender prior to the exchange (prerequisite documents) but may not be actually included in the documents that are transferred from the sender to the receiver (transferred documents).

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EXHIBIT VI-2

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

EXCHANGE DIMENSION TABLES AND RELATIONSHIPS

Agency

PK,I1	AgencyID
U1	AgencyName
I2	GovtLevelCd
	Source
	Description
I3	RevisedByUserID
	LastChangeDate

Exchange/ReceiveAgency

PK,FK3 PK,FK1,I1	ExchangeID ReceivingAgencyId
FK4,I5 FK2,I2	PrevailingState SubsequentEvent

Condition

PK,I1	ConditionId
U1	ConditionName
	Source
	Description
I2	RevisedByUserID
	LastChangeDate

Exchange/Conditions

PK,FK2 PK,FK1,I2,I1	ExchangeID ConditionID
	RequiredFlg

Exchange

PK,FK4,I3	ExchangeID
U1	ExchangeName
FK1,I1	SendingAgency
FK3,I5	SendingPrevailingState
FK2,I2	InitiatingEvent
	Priority
	Source
	ExistingFlg
	Description
I4	RevisedByUserID
	LastChangeDate

State

PK,I2	StateID
U1	StateName
	Source
	Description
I1	RevisedByUserID
	LastChangeDate

Event

PK	EventID
U1 FK1,I2	EventName State
	Source
	Description
I1	RevisedByUserID
	LastChangeDate

Legend
PK – Primary Key
FK# – Foreign Key
U# – Unique Key
I# – Unique Index
← – Relationship

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EXHIBIT VI-3

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE
INFORMATION HIERARCHY TABLES AND RELATIONSHIPS

ElementCode

PK,FK1 PK,I1	**ElementID** **Code**
	Source Description

Element

PK,I2	**ElementID**
U1	**ElementName**
	LongName
	Synonyms
	ComplexType
FK1,I1	DataType
	DataClass
	DefaultValue
	ElementCodesFlg
	Source
	ElementCodeSource
FK2,I3	Entity
	Description
I4	RevisedByUserID
	LastChangeDate

Exchange

PK,FK4,I3	**ExchangeID**
U1	**ExchangeName**
FK1,I1	SendingAgency
FK3,I5	SendingPrevailingState
FK2,I2	InitiatingEvent
	Priority
	Source
	ExistingFlg
	Description
I4	RevisedByUserID
	LastChangeDate

Document

PK,I1	**DocumentID**
U1	**DocumentName**
I2	FormName
	Source
	Description
I3	RevisedByUserID
	LastChangeDate

DataSet

PK,I1	**DataSetID**
U1	**DataSetName**
	Source
	Description
I2	RevisedByUserID
	LastChangeDate

Domain

PK,I1	**DomainID**
U1	**DomainName**
	UseCase
	AlternatePath
	Description
	Diagram
I2	RevisedByUserID
	LastChangeDate

Domain/Exchange

FK2 FK1,I1	**ExchangeID** **DomainID**

Exchange/Document

PK,FK2 PK,FK1,I3,I1	**ExchangeID** **DocumentID**
	TransferredFlg PrerequisiteFlg

Document/DataSet

PK,FK2,I2,I3 PK,FK1,I1,I4	**DocumentID** **DataSetID**
	MinOccur MaxOccur

DataSet/Element

PK,FK1,I2,I1 PK,FK2,I4,I3	**DataSetID** **ElementID**
	MinOccur MaxOccur

Element/Element

PK,FK1,I2 PK	**ParentElementID** **Sequence**
FK2,I1	**ChildElementID** MinOccur MaxOccur

Legend
PK – Primary Key
FK# – Foreign Key
U# – Unique Key
I# – Unique Index
← – Relationship

User Authentication

The JEM tool is implemented as a Microsoft Access 2000 database and utilizes Access' user authentication and access controls. If the local copy of Access is configured to authenticate users, the database will prompt the user to log in when Access is launched, and all revisions to the JEM database will be tracked by user and data changed. If Access is not configured to authenticate users, all modifications to the database will be date-changed only. The configuration instructions will be submitted along with the final JEM tool version of this project.

2.   JEM Tool Forms and Reports

The Main Menu (EXHIBIT VI-4) provides one-click access to each of the application forms, the Information Hierarchy View, and the Reports Menu. Each of the forms, views, and reports are described below.

The Information Hierarchy View, shown in EXHIBIT VI-5, presents the entire information hierarchy in an interactive, tree-structured view. The user may browse through the tree by expanding or collapsing items to expose or hide the substructures or by double-clicking on any item to view or edit the definition for that item.

The forms in the JEM tool are designed to simplify user input and minimize input errors by using pull-down menus whenever possible. Pull-down menus are used when a field relates one table to another. If the related item is not listed in the pull-down menu, the user may simply enter the name of the new item, and the JEM tool will prompt the user before automatically creating the new item in the related table. The user may also drill down through the information hierarchy by double-clicking on any field to bring up the definition for that item.

Business groupings of related exchanges are defined in the Domain Definition Form, shown in EXHIBIT VI-6. For each domain, a use case, alternate path use case, and a hyperlink to a graphical diagram may be defined.

Exchanges are defined in the Exchange Definition Form, shown in EXHIBIT VI-7. Exchanges include documents, conditions, sending and receiving agencies, and the corresponding events and states.

The Document Definition Form, shown in EXHIBIT VI-8, defines the document name as agreed upon by the participating agencies. For the data modeling phase of the LSJ project, this form will serve to relate exchanges to documents to data sets. Each document may also be associated with an existing Form Name.

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EXHIBIT VI-4

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

MAIN MENU
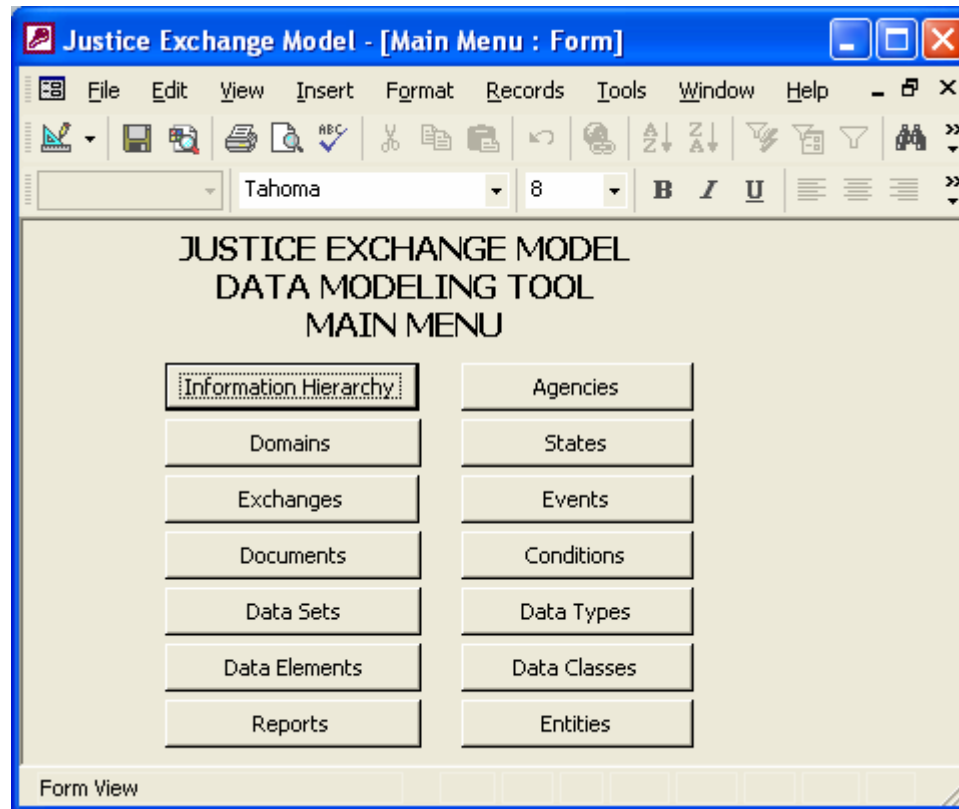
EXHIBIT VI-5

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

INFORMATION HIERARCHY VIEW

EXHIBIT VI-6
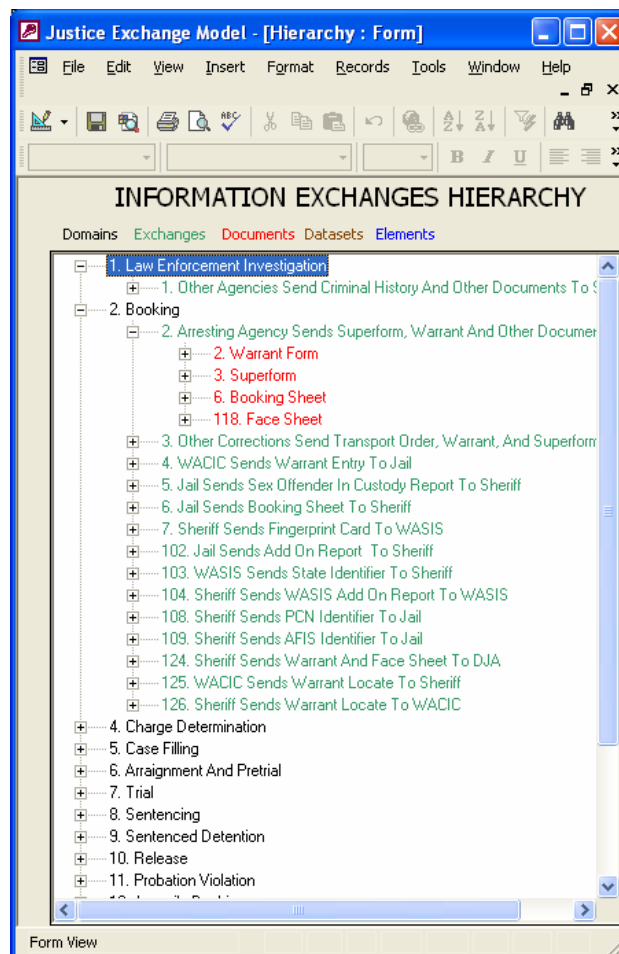
KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

DOMAIN DEFINITION FORM

EXHIBIT VI-7

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

<u>EXCHANGE DEFINITION FORM</u>

EXHIBIT VI-8

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

DOCUMENT DEFINITION FORM

The Agency Definition Form, shown in EXHIBIT VI-9, is an example of an exchange dimension definition form. The other dimension forms are the State, Event, and Condition Forms. These forms specify the lists of agencies, states, events, and conditions that are used for creating exchange definitions.

Finally, the Reports Menu, shown in EXHIBIT VI-10, lists the reports included in the JEM tool. The reports include:

■ *Information Exchanges* – Diagrams of the exchanges and the corresponding dimensions, as shown in APPENDIX A.

■ *Document Roster* – List of documents, as shown in APPENDIX B.

■ *Agency Roster* – List of criminal justice agencies, as shown in APPENDIX C.

■ *State Roster* – List of states that describe the subject's situation at a particular time, as shown in APPENDIX D.

■ *Condition Roster* – List of conditions that may be required before exchanges can take place, as shown in APPENDIX E.

■ *Event Roster* – List of events that either initiate or follow exchanges, as shown in APPEN-DIX F.

■ *Use Cases* – Sequences of exchanges, as shown in APPENDIX G.

All reports listed above can be regenerated using the JEM database reporting features.

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EXHIBIT VI-9

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

AGENCY DEFINITION FORM

AGENCY DEFINITION

ID	Agency Name	Gov. Level	Source	Description	Revised by	Last changed
4	ITS	Local	KC LSJ	Information Technology Services.	bpn	5/1/2003
17	DJA	Local	KC LSJ	Department of Judicial Administration.	bpn	5/1/2003
18	District Court	Local	KC LSJ	King County District Court.	bpn	5/1/2003
19	Prosecutor	Local	KC LSJ	Prosecuting Attorney's Office.	bpn	5/1/2003
20	Sheriff	Local	KC LSJ	King County Sheriff's Office.	bpn	5/1/2003
21	Superior Court	Local	KC LSJ	King County Superior Court.	bpn	5/1/2003
22	OPD	Local	KC LSJ	Public Defender's Office.	bpn	5/1/2003
25	AOC	State	KC LSJ	Administrative Office of the Courts.	bpn	5/1/2003
26	DOC	State	KC LSJ	Department of Corrections.	bpn	5/1/2003
27	WACIC	State	KC LSJ	Washington Crime Information Center.	bpn	5/1/2003
28	WASIS	State	KC LSJ	Washington State Identification System.	bpn	5/1/2003
30	Other Agencies	Other	KC LSJ	Other Agencies.	bpn	5/1/2003
31	Arresting Agency	Other	KC LSJ	An arresting agency.	bpn	5/1/2003
32	Jail	Local	KC LSJ	King County Jail.	bpn	5/1/2003
33	Other Corrections	Other	KC LSJ	Other Correction Departments than DOC.	bpn	5/1/2003
34	Defendant	Other	KC LSJ	The defendant involved in the case.	bpn	5/1/2003
35	OPD Agencies	Local	KC LSJ	Office of Public Defenders Agencies.	bpn	5/1/2003
36	Defense	Local	KC LSJ	Defense representative from an organization such as OPD or OPD	bpn	5/1/2003
37	NCIC	Federal	KC LSJ	National Criminal Information Center.	bpn	5/1/2003
41	Probation	Local	KC LSJ	Washington State Probation.	jec	5/1/2003

Record: 1 of 31

Form View

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EXHIBIT VI-10

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

REPORTS MENU

VII.   <u>KING COUNTY LSJ INFORMATION EXCHANGE SPECIFICATIONS</u>

VII.   KING COUNTY LSJ INFORMATION EXCHANGE SPECIFICATIONS

This section presents the information exchanges identified for King County LSJ.

A.   OVERVIEW OF CRIMINAL JUSTICE WORK FLOW

The criminal justice cycle involves several local, state, and federal organizations, each having operational responsibilities for a segment of the arrest, adjudication, and supervision of offenders within Washington. Organizations maintain their own operational information repositories and, in some cases, share their information with others.

The criminal justice system operates at the local level with each of the 39 counties. Local law enforcement apprehends offenders and books them in county jails. County prosecutors prosecute the offenders in county Superior Courts or in Courts of Limited Jurisdiction (County District Courts or Municipal Courts). Offenders convicted of misdemeanors are usually supervised locally. Convicted felons are transferred to the DOC for supervision.

The state provides several information repositories that support justice operations. The Washington State Patrol (WSP) operates the criminal history[2] repository and provides contemporary crime information and links to federal crime information in the WACIC. It also operates the law enforcement message switch known as ACCESS.

The AOC maintains several systems that provide administrative support to the court system. The AOC operates the SCOMIS that supports Superior Courts. District Courts use the DISCIS, and Juvenile Courts use the Juvenile Information System (JUVIS).
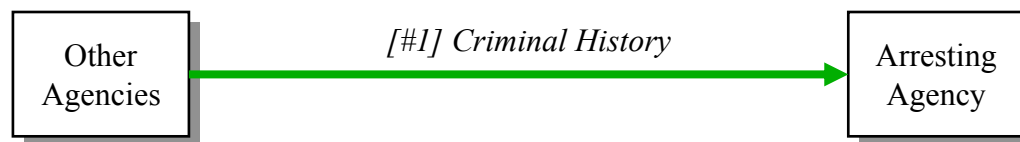

B.   INFORMATION EXCHANGE CONTEXT

Within the scope of this study, 10 adult domains and eight juvenile domains of information exchanges were identified. This section provides the conversation diagrams and use cases for these domains. The adult and juvenile conversation diagrams are included as EXHIBITS VII-1-1 through VII-2-7. The corresponding use cases can be found in APPENDIX G.

---

[2]   Known as WASIS.

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EXHIBIT VII-1-1

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LSJ INTEGRATION PROJECT ANALYSIS PHASE

LAW ENFORCEMENT INVESTIGATION USE CASE

```
┌──────────┐                                    ┌──────────┐
│  Other   │      [#1] Criminal History         │Arresting │
│ Agencies │ ─────────────────────────────────▶ │  Agency  │
└──────────┘                                    └──────────┘
```
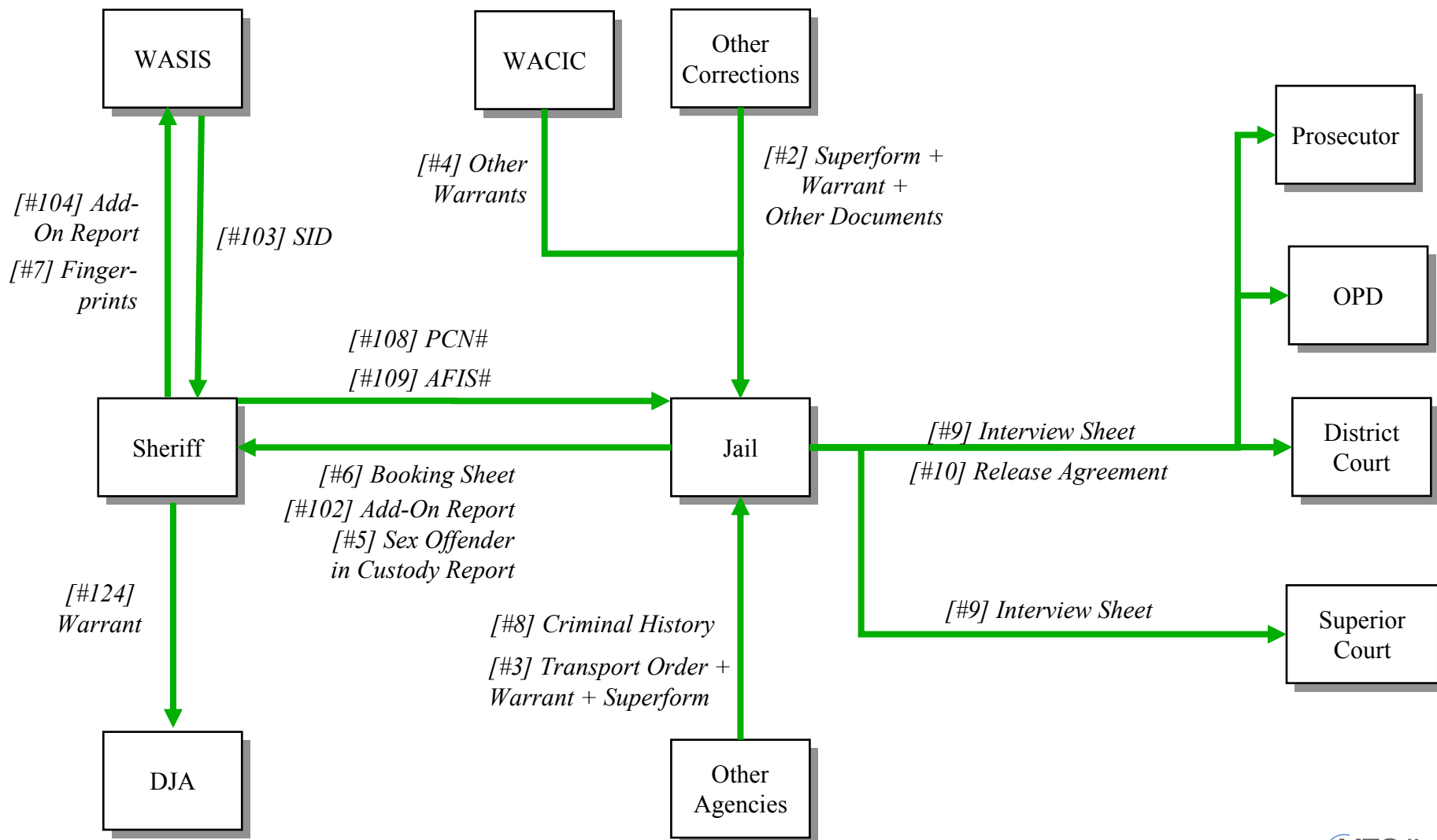
Key:

*   Contains PCN
—— Key Exchange
—— Secondary Exchange
+   And

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EXHIBIT VII-1-2

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LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT BOOKING USE CASE

EXHIBIT VII-1-3

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
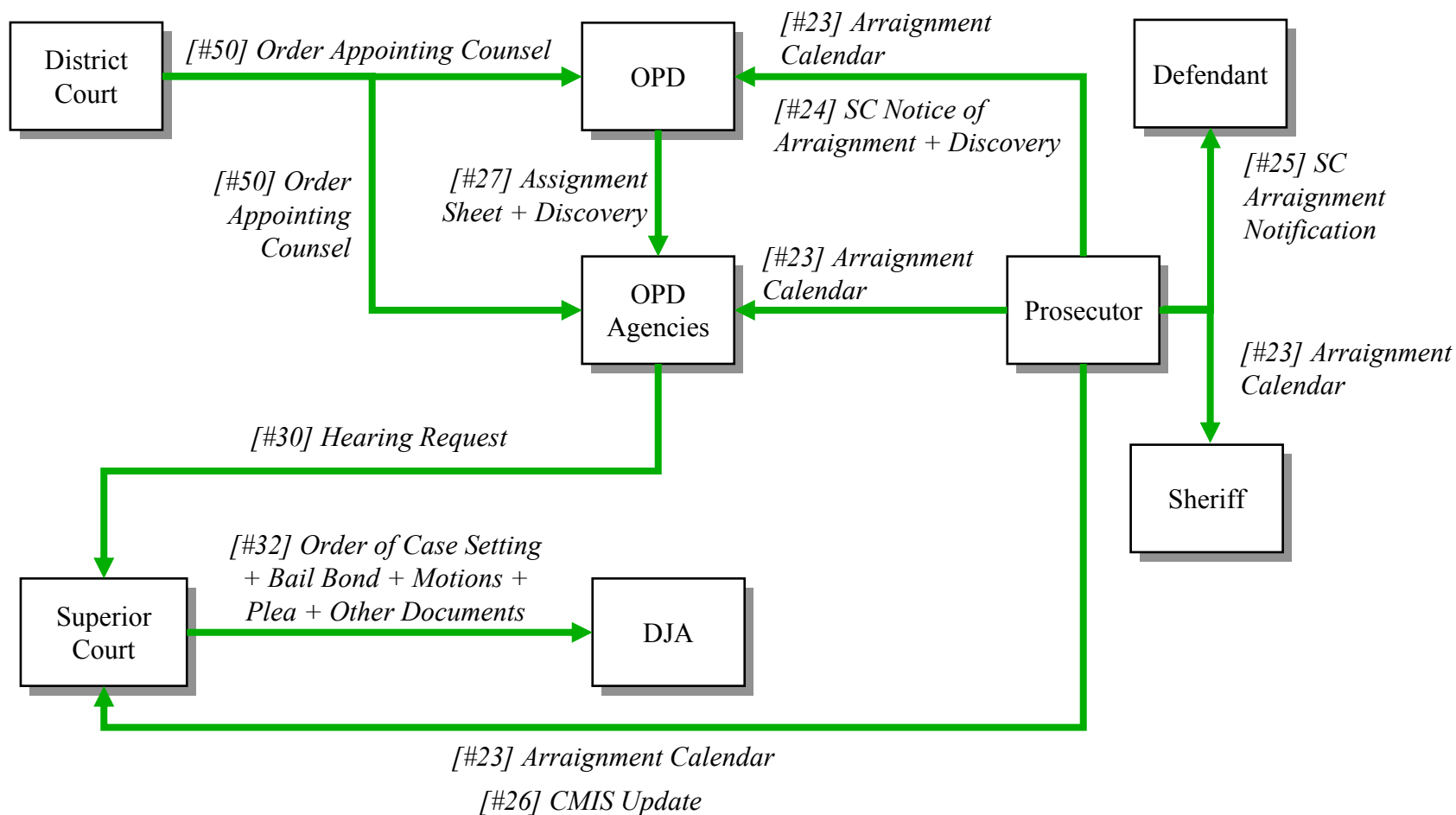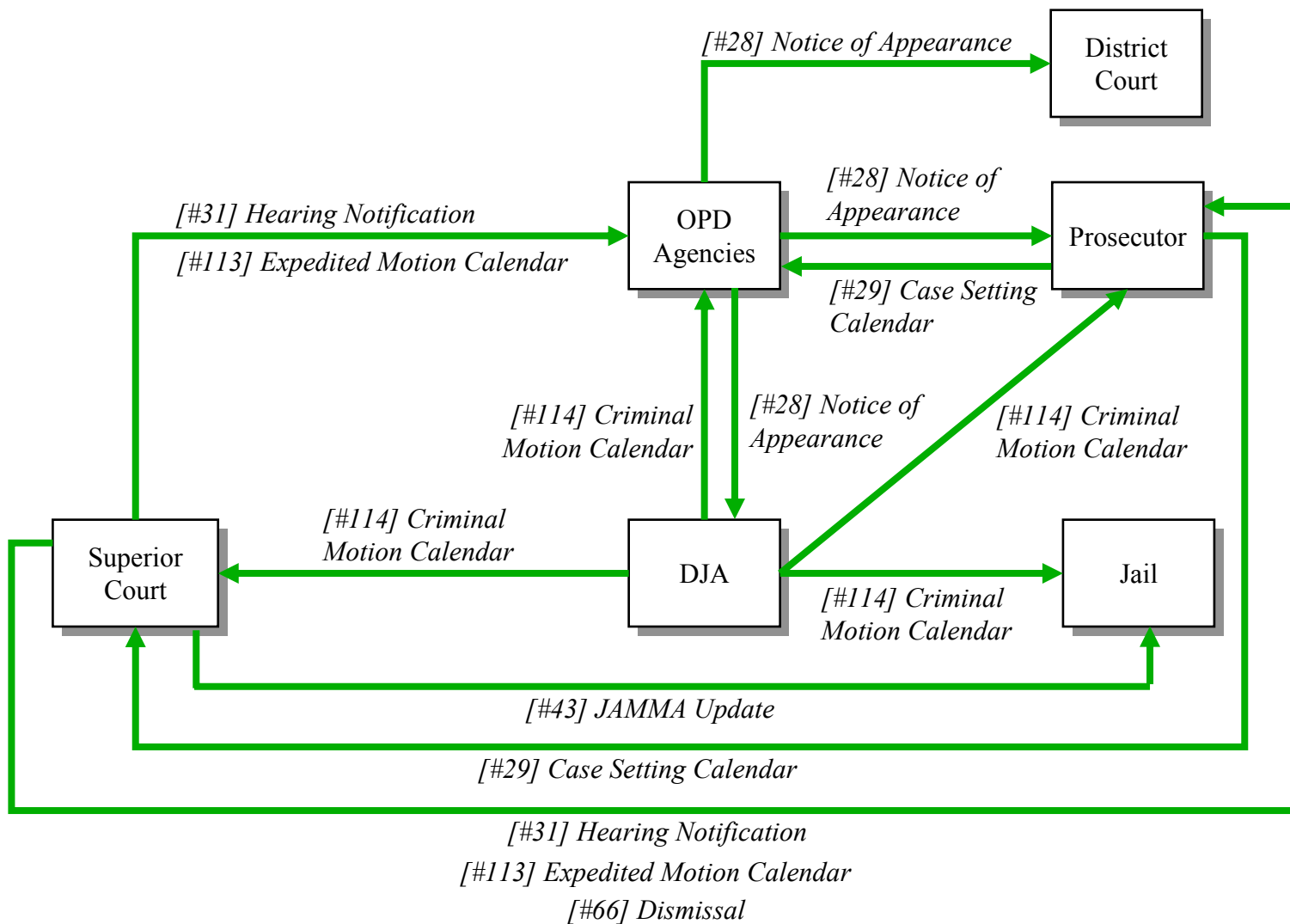LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT CHARGE DETERMINATION USE CASE
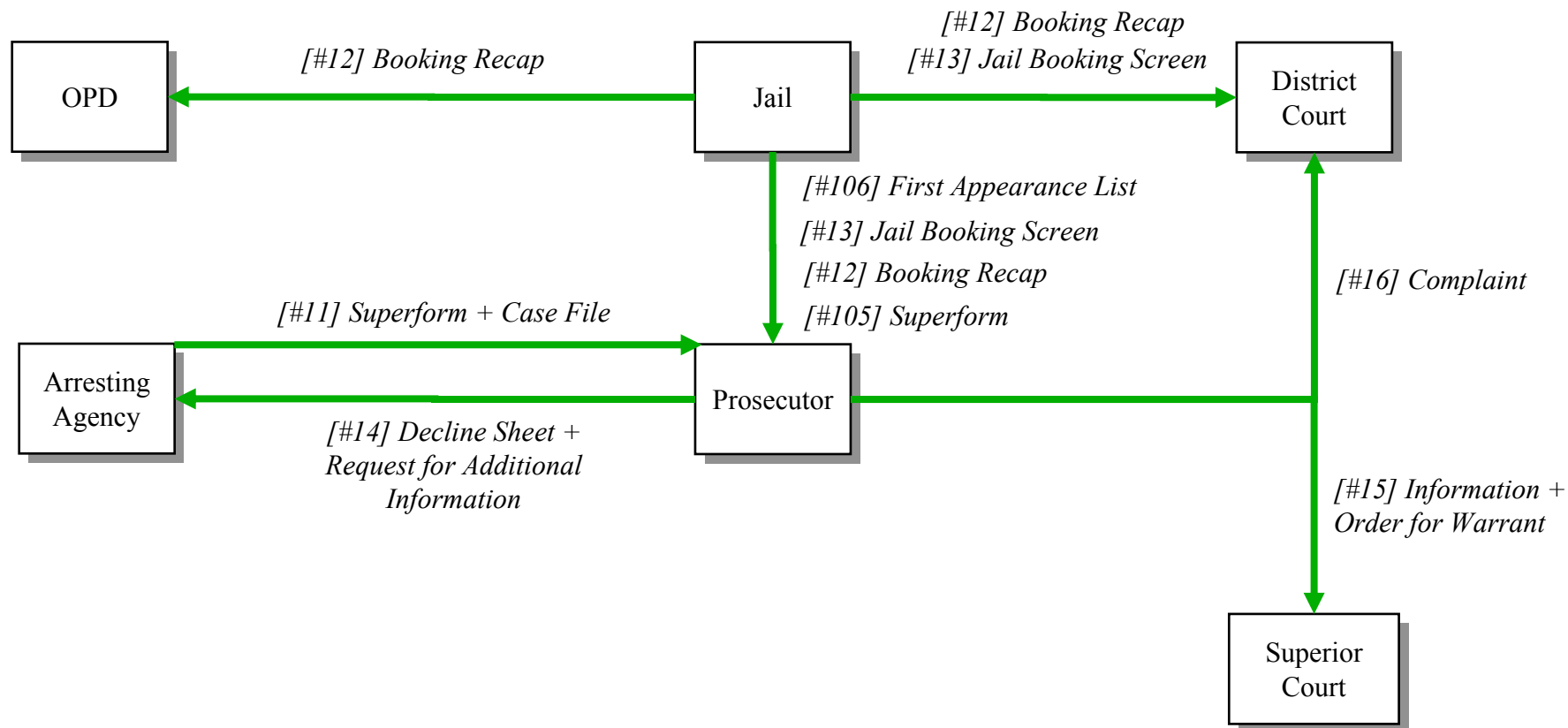
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EXHIBIT VII-1-4

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT CASE FILING USE CASE
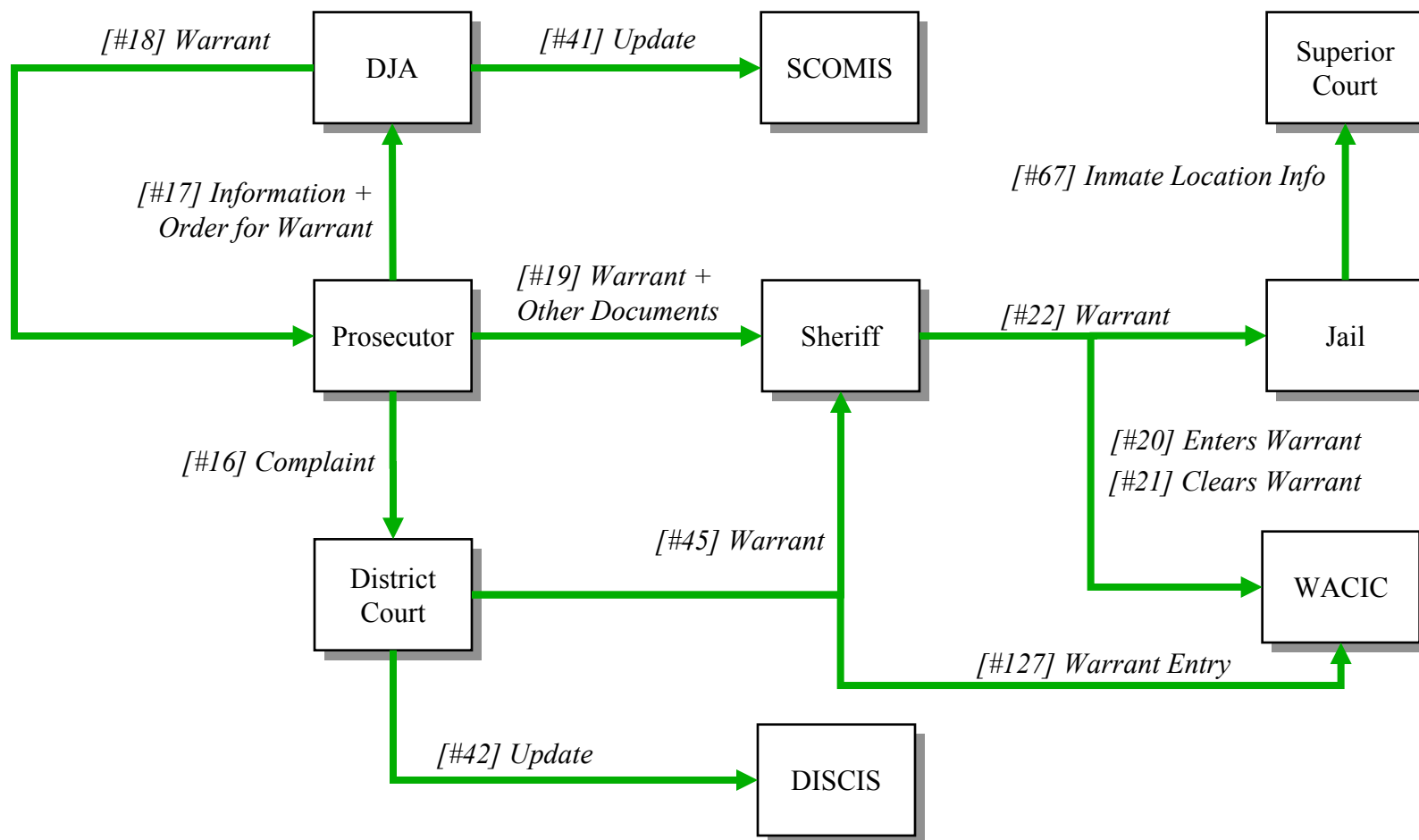
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EXHIBIT VII-1-5

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE
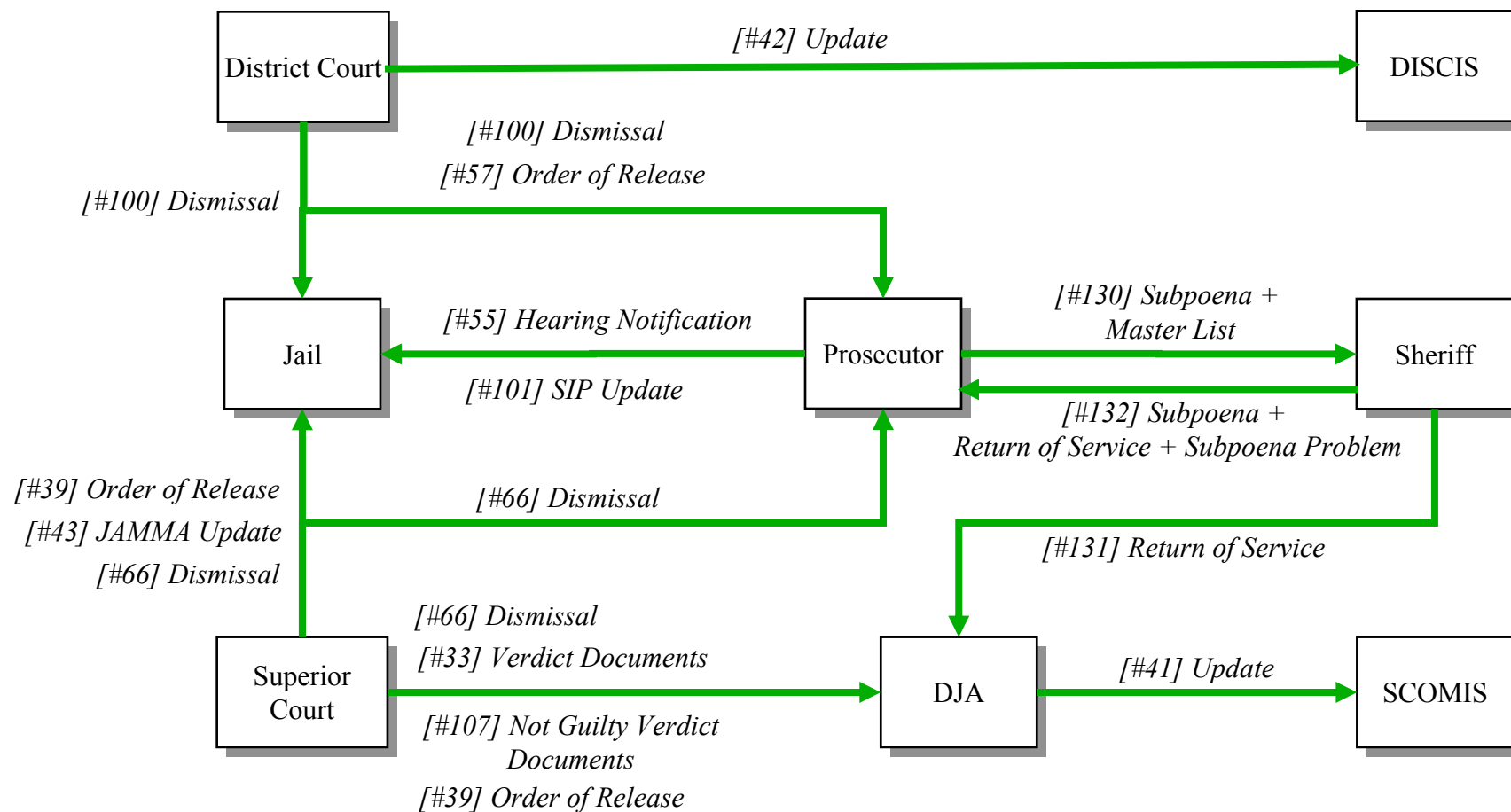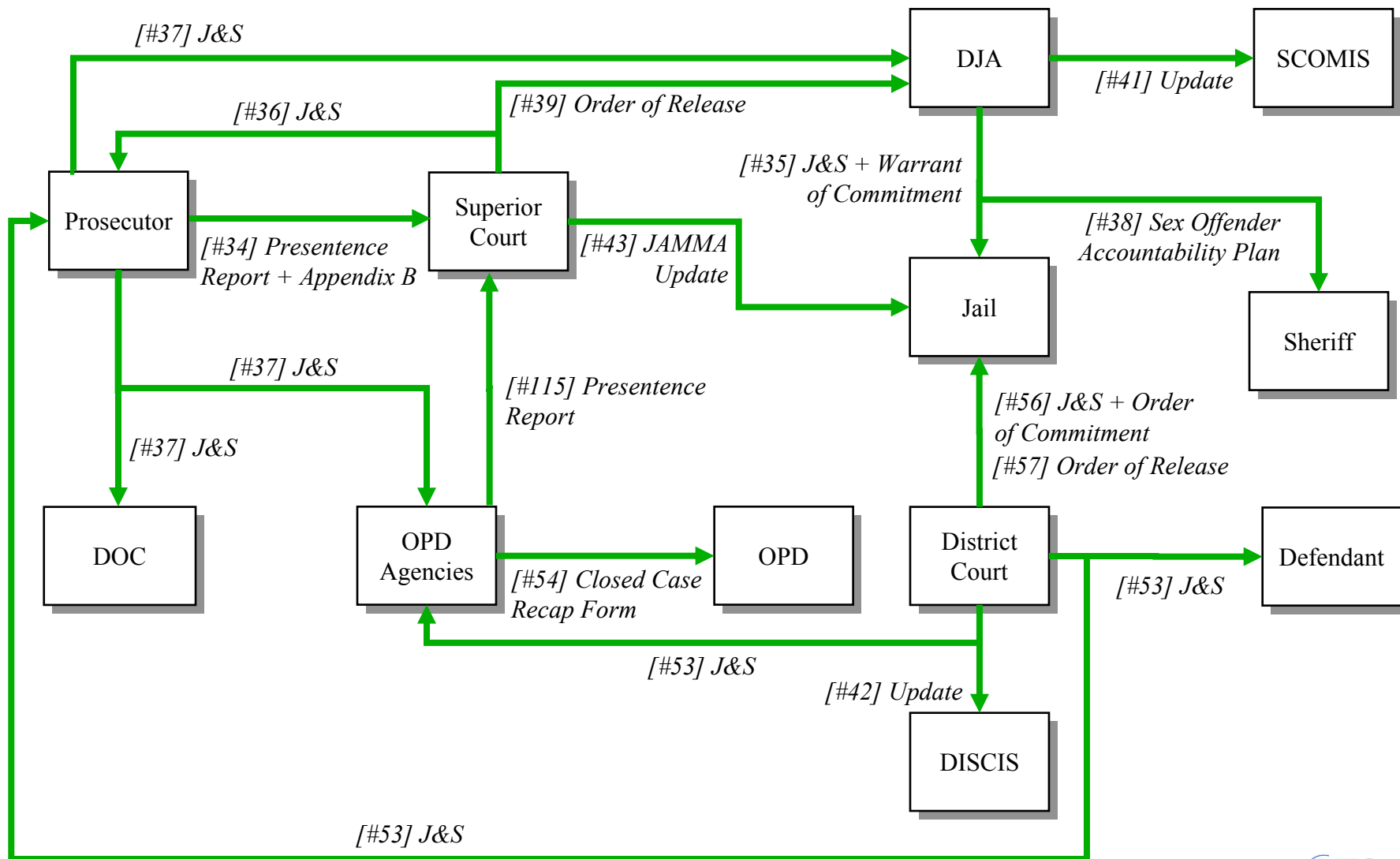
ADULT ARRAIGNMENT AND PRETRIAL USE CASE 1

EXHIBIT VII-1-6

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT ARRAIGNMENT AND PRETRIAL USE CASE 2

EXHIBIT VII-1-7

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
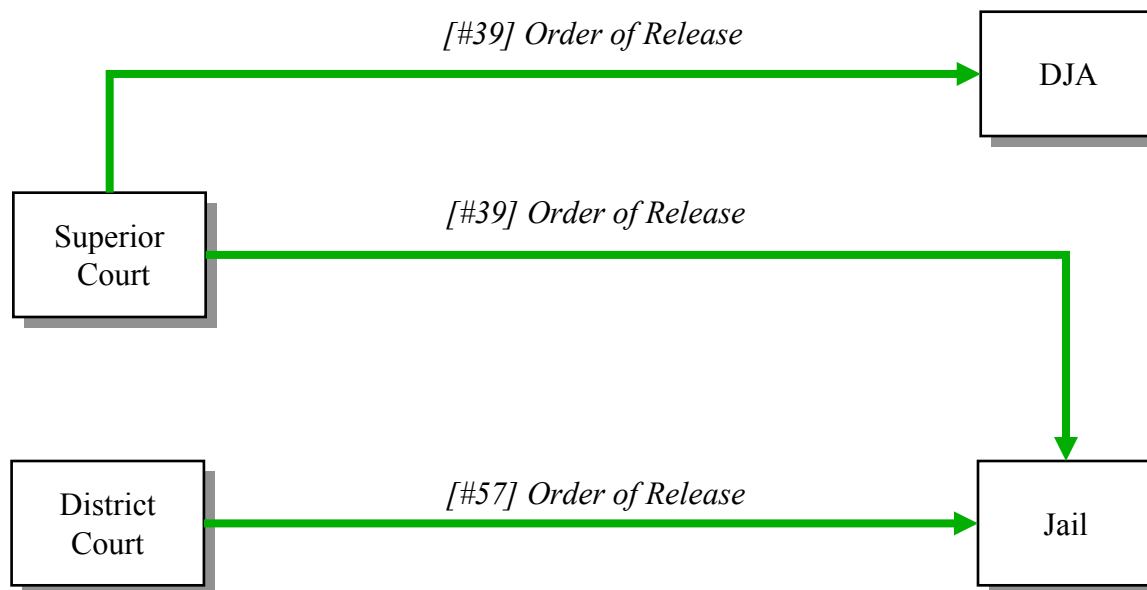LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT TRIAL USE CASE

5054\01\59759(ppt)

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EXHIBIT VII-1-8

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
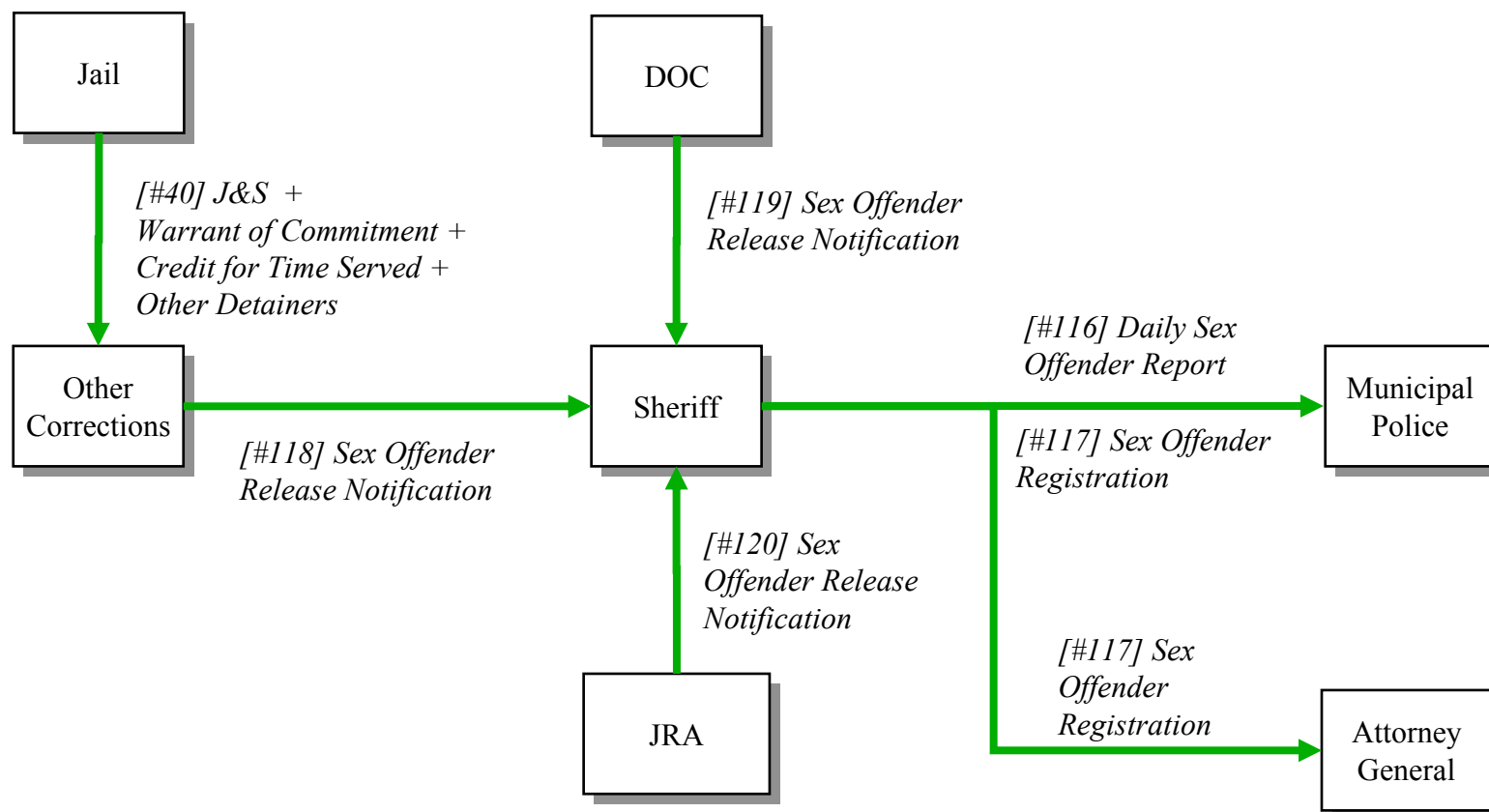LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT SENTENCING USE CASE

EXHIBIT VII-1-9

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT SENTENCED DETENTION USE CASE

[#39] Order of Release
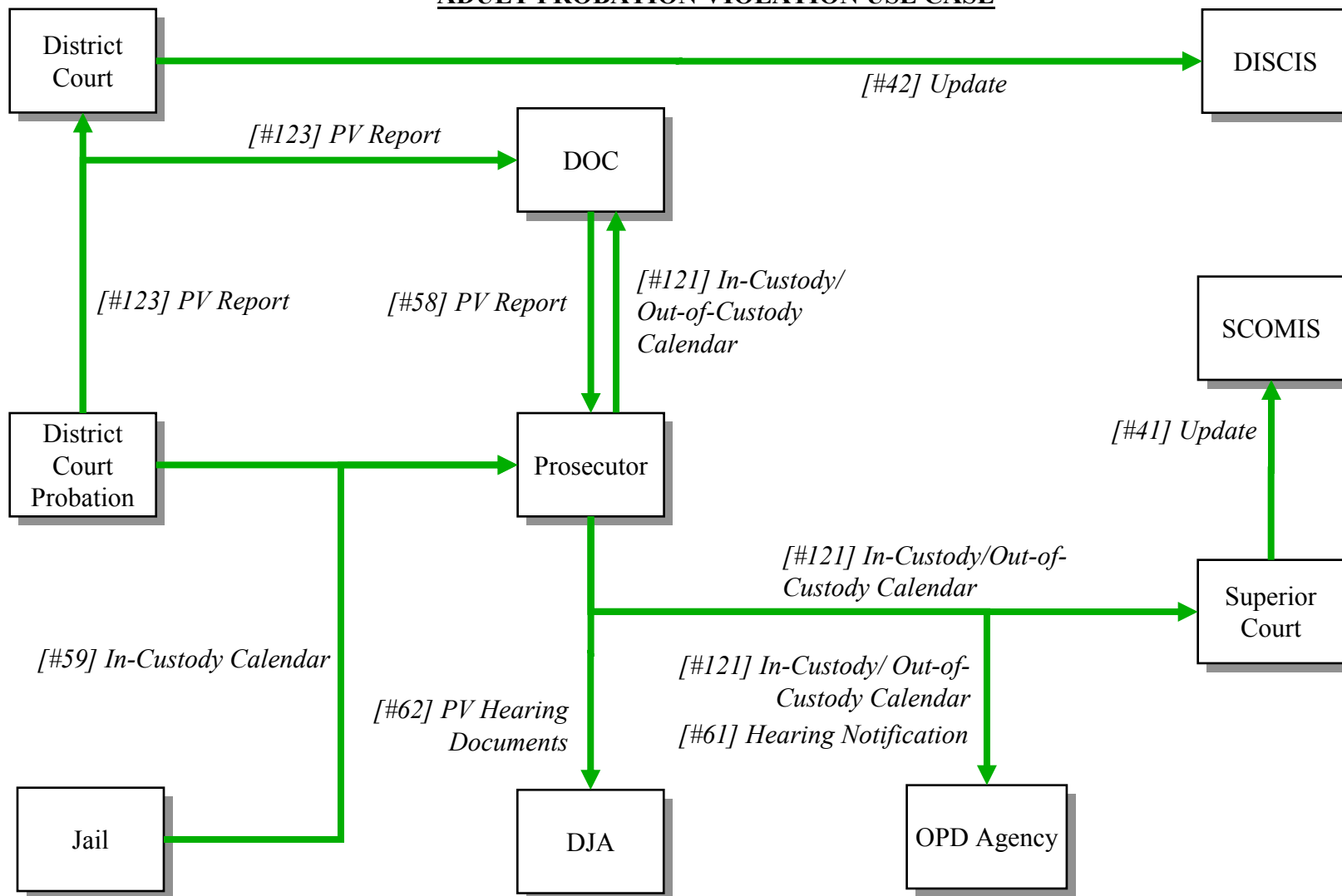
DJA

Superior
Court

[#39] Order of Release

District
Court

[#57] Order of Release

Jail

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EXHIBIT VII-1-10

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE
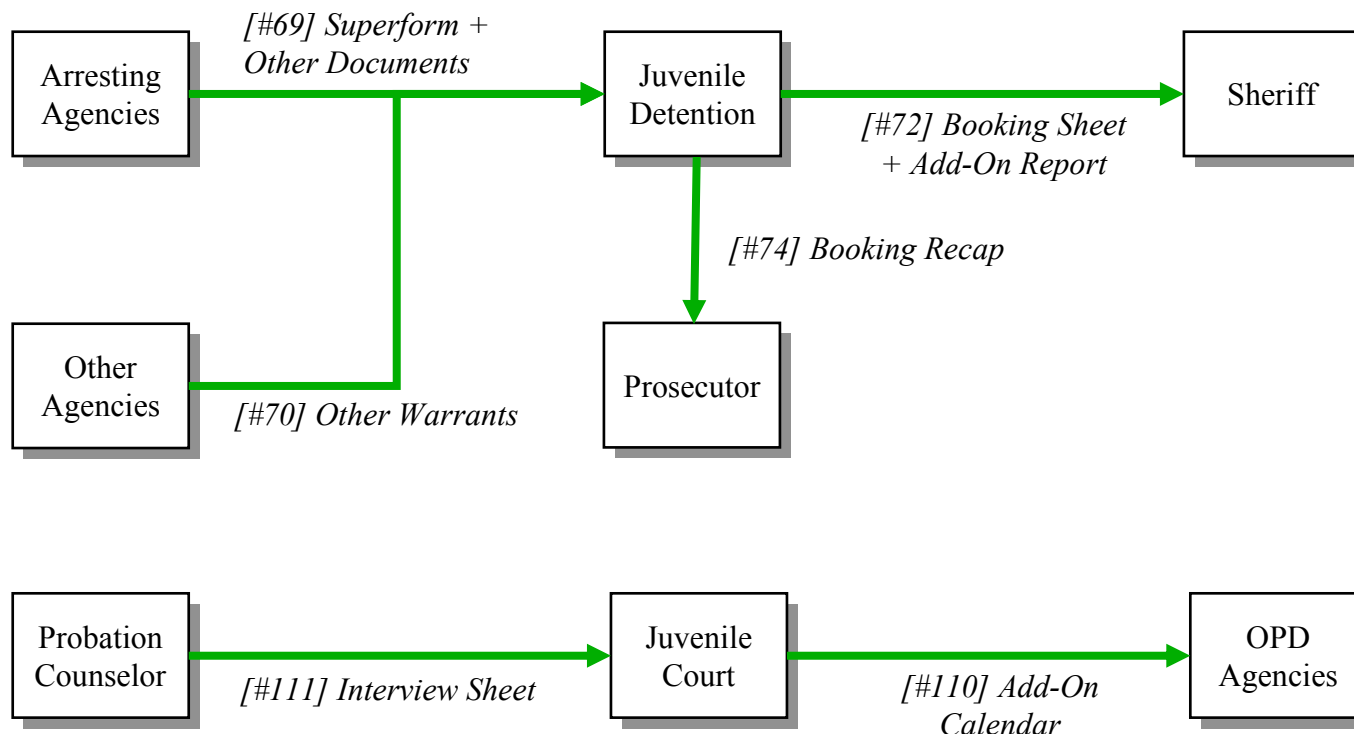
ADULT RELEASE USE CASE

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EXHIBIT VII-1-11

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

ADULT PROBATION VIOLATION USE CASE

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EXHIBIT VII-2-1

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
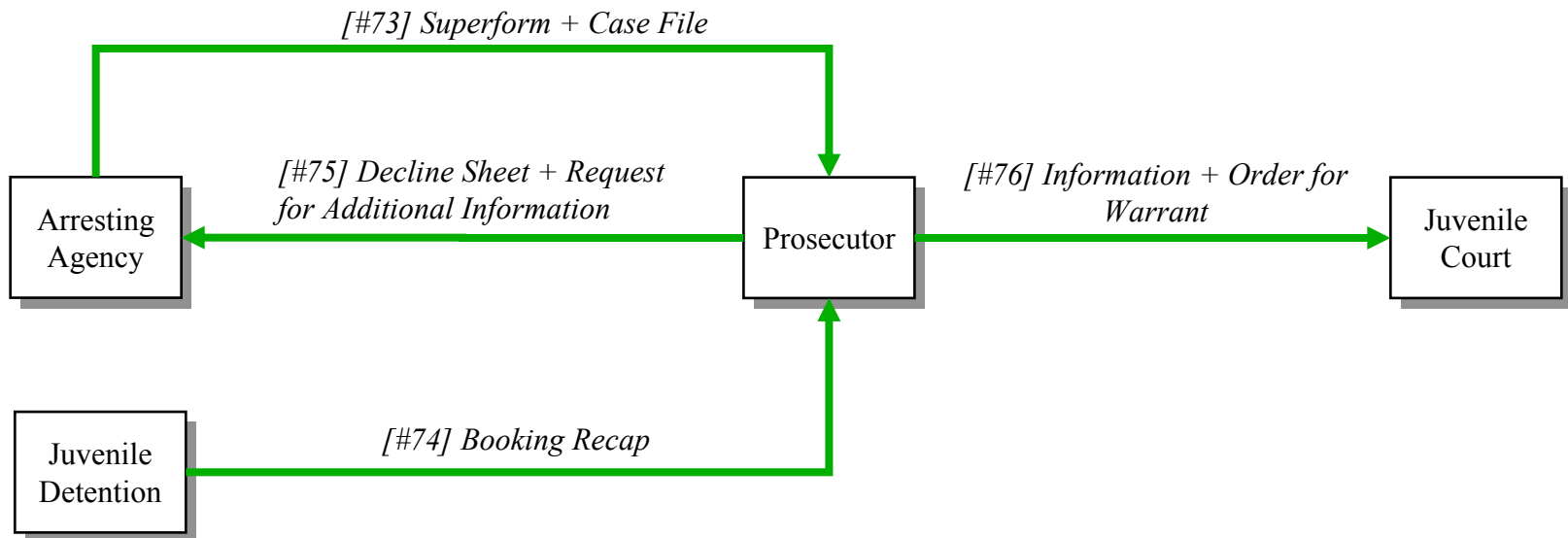LSJ INTEGRATION PROJECT ANALYSIS PHASE

JUVENILE BOOKING USE CASE

EXHIBIT VII-2-2
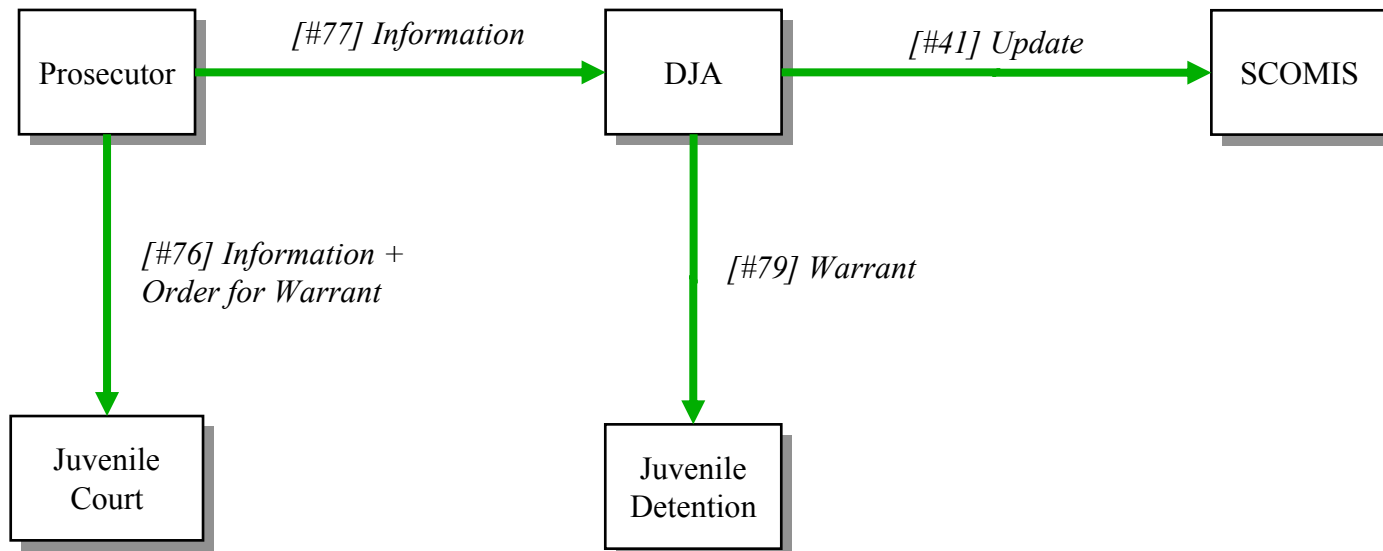
KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

JUVENILE CHARGE DETERMINATION USE CASE

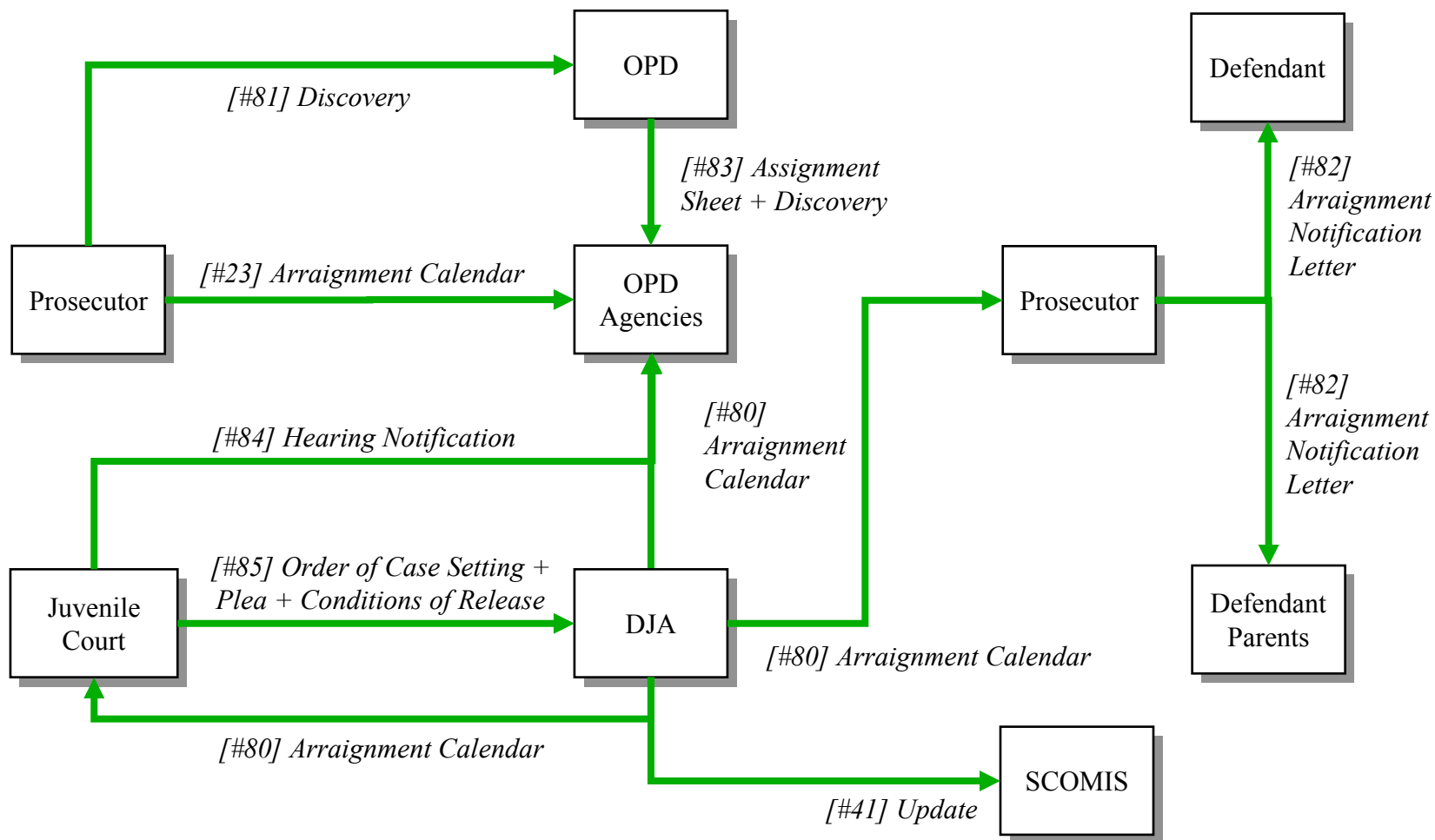*[#73] Superform + Case File*

*[#75] Decline Sheet + Request
for Additional Information*

*[#76] Information + Order for
Warrant*

Arresting
Agency

Prosecutor

Juvenile
Court

[#74] Booking Recap

Juvenile
Detention

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EXHIBIT VII-2-3

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

JUVENILE CASE FILING USE CASE

EXHIBIT VII-2-4
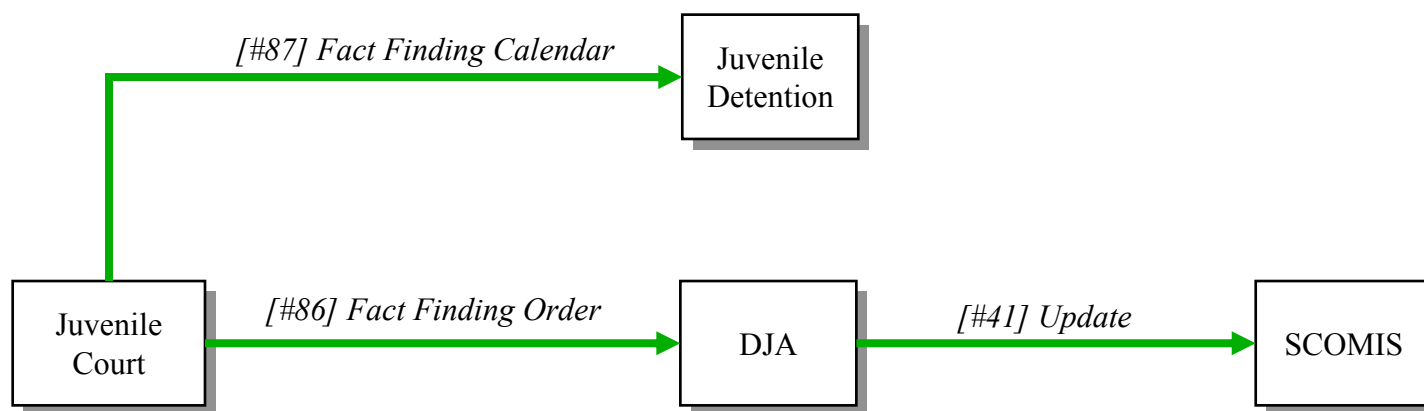
KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

JUVENILE ARRAIGNMENT AND PRETRIAL USE CASE

5054\01\59759(ppt)
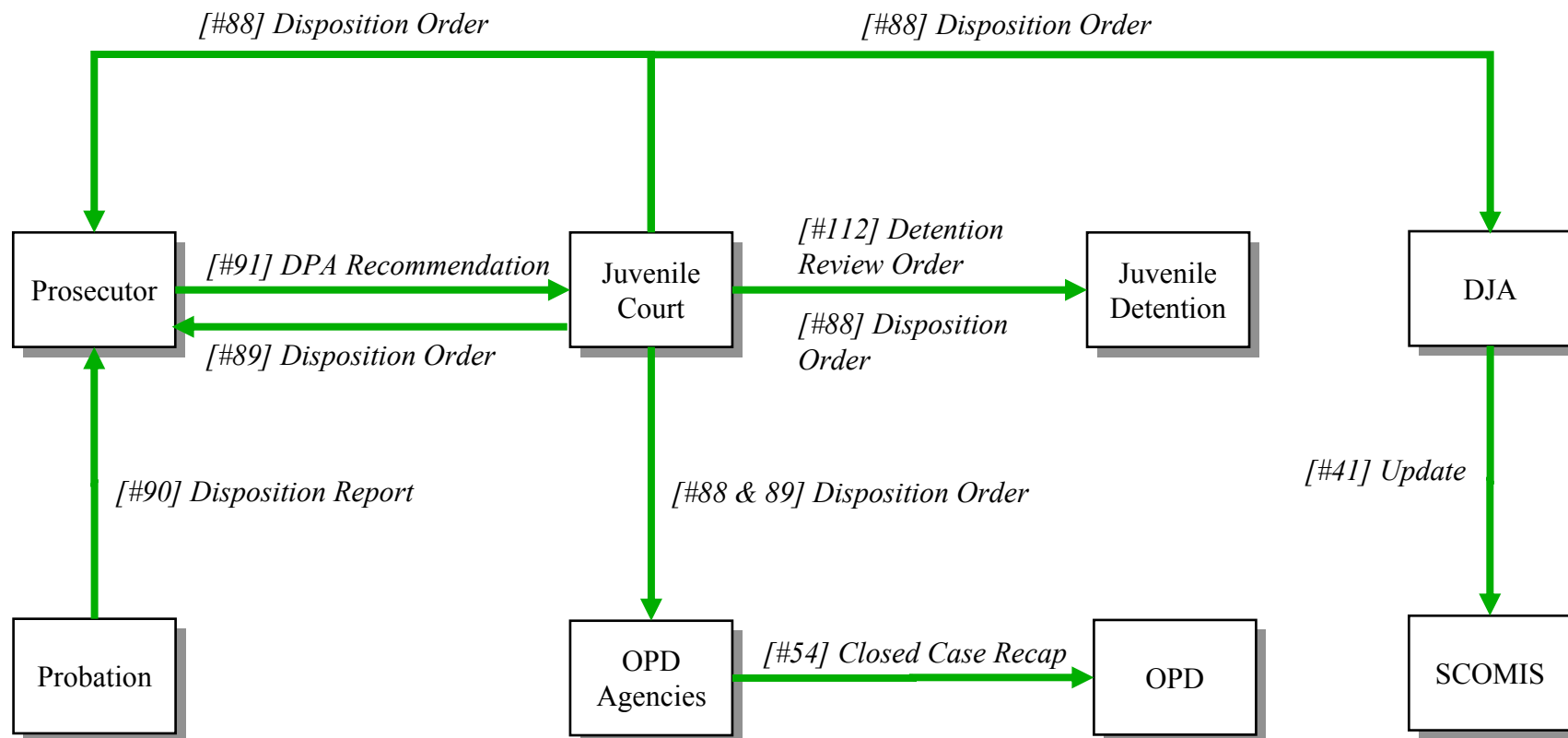
EXHIBIT VII-2-5

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

JUVENILE FACT FINDING USE CASE

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EXHIBIT VII-2-6

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

JUVENILE DISPOSITION USE CASE

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EXHIBIT VII-2-7

KING COUNTY OFFICE OF INFORMATION RESOURCE MANAGEMENT
LSJ INTEGRATION PROJECT ANALYSIS PHASE

<u>JUVENILE RELEASE USE CASE</u>

1.   Law Enforcement Investigation Domain

The law enforcement investigation domain identifies select information exchanges that occur relevant to the Sheriff's investigation process.

2.   Booking Domain

The booking domain identifies select information exchanges that occur relevant to the Sheriff's booking process.

3.   Charge Determination Domain

The charge determination domain identifies select information exchanges that occur relevant to the prosecutor's charge determination.

4.   Case Filing Domain

The case filing domain identifies select information exchanges that occur relevant to case filing in the Superior and District Courts.

5.   Arraignment and Pretrial Domain

The arraignment and pretrial domain identifies select information exchanges that occur relevant to Superior and District Court arraignments.

6.   Trial Domain

The trial domain identifies select information exchanges that occur relevant to trial hearing in both the Superior and District Courts.

7.   Sentencing Domain

The sentencing domain identifies select information exchanges that occur relevant to the King County adult sentencing process.

8.   Sentenced Detention Domain

The sentenced detention domain identifies select information exchanges that occur relevant to the detention process for sentenced subjects.

9. Release Domain

The release domain identifies select information exchanges that occur relevant to the release process from King County's jail.

10. PV Domain

The PV domain identifies select information exchanges that occur relevant to the PV (SRA Calendar) process.

These domains above present a criminal justice work flow model for adult suspects in King County. The domains below follow a similar model for juvenile suspects.

11. Juvenile Law Enforcement Investigation Domain

The juvenile law enforcement investigation domain is the same as the adult investigation domain; it identifies select information exchanges that occur relevant to the arresting agency's investigation process.

12. Juvenile Booking Domain

The booking domain identifies select information exchanges that occur relevant to the arresting agency's booking process.

13. Juvenile Charge Determination Domain

The charge determination domain identifies select information exchanges that occur relevant to the prosecutor's charge determination.

14. Juvenile Case Filing Domain

The case filing domain identifies select information exchanges that occur relevant to case filing in Juvenile Court.

15. Juvenile Arraignment and Pretrial Domain

The arraignment and pretrial domain identifies select information exchanges that occur relevant to Juvenile Court arraignment.

16.   Juvenile Fact Finding Domain

The fact finding domain identifies select information exchanges that occur relevant to fact finding in Juvenile Court.

17.   Juvenile Disposition Domain

The disposition domain identifies select information exchanges that occur relevant to the King County juvenile disposition process.

18.   Juvenile Sentenced Detention Domain

The sentenced detention domain identifies select information exchanges that occur relevant to the detention process for sentenced juveniles.

19.   Juvenile Release Domain

The release domain identifies select information exchanges that occur relevant to the release process from King County's Juvenile Detention.

C.   EXCHANGE INFORMATION

- APPENDIX A lists the information exchanges.

- APPENDIX B lists each document.

- APPENDIX C contains a roster of the agencies used in the Information Exchange model.

- APPENDIX D contains a list of the states used in the model.

- APPENDIX E contains the conditions. These conditions originate from the base SEARCH models. Additional conditions have been added to support King County's business needs.

- APPENDIX F contains a roster of events that are used within the exchange model.

- APPENDIX G contains the use cases for each domain.

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